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Department of Social Welfare and Development
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BIDDING DOCUMENTS

**SUPPLY OF LABOR AND MATERIALS FOR THE ARCHITECTURAL,
CIVIL, ELECTRICAL AND AUXILIARY WORKS FOR THE
IMPROVEMENT OF EXISTING CEILING OF PROGRAM
MANAGEMENT BUREAU (PMB)**

ITB No. GOP/21-DSWD-007
(PR No. 01-20001-PR-2021-04-00032)



APRIL 2021

PHILIPPINE BIDDING DOCUMENTS

**Procurement of
INFRASTRUCTURE
PROJECTS**

Government of the Republic of the Philippines

**Sixth Edition
July 2020**

Preface

These Philippine Bidding Documents (PBDs) for the procurement of Infrastructure Projects (hereinafter referred to also as the “Works”) through Competitive Bidding have been prepared by the Government of the Philippines for use by all branches, agencies, departments, bureaus, offices, or instrumentalities of the government, including government-owned and/or -controlled corporations, government financial institutions, state universities and colleges, local government units, and autonomous regional government. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

The PBDs are intended as a model for admeasurements (unit prices or unit rates in a bill of quantities) types of contract, which are the most common in Works contracting.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract; (ii) the eligibility requirements of Bidders; (iii) the expected contract duration; and (iv) the obligations, duties, and/or functions of the winning Bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Works to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Infrastructure Projects. However, they should be adapted as necessary to the circumstances of the particular Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, BDS, General Conditions of Contract, Special Conditions of Contract, Specifications, Drawings, and Bill of Quantities are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.
- d. The cover should be modified as required to identify the Bidding Documents as to the names of the Project, Contract, and Procuring Entity, in addition to date of issue.

- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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Glossary of Terms, Abbreviations, and Acronyms

ABC – Approved Budget for the Contract.

ARCC – Allowable Range of Contract Cost.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

CDA – Cooperative Development Authority.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

Contractor – is a natural or juridical entity whose proposal was accepted by the Procuring Entity and to whom the Contract to execute the Work was awarded. Contractor as used in these Bidding Documents may likewise refer to a supplier, distributor, manufacturer, or consultant.

CPI – Consumer Price Index.

DOLE – Department of Labor and Employment.

DTI – Department of Trade and Industry.

Foreign-funded Procurement or Foreign-Assisted Project – Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as

specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PCAB – Philippine Contractors Accreditation Board.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

UN – United Nations.

Section I. Invitation to Bid

Invitation to Bid for
***Supply of Labor and Materials for the Architectural, Civil,
Electrical and Auxiliary Works for the Improvement of
Existing Ceiling of Program Management Bureau (PMB)***

— ITB No. GOP/21-DSWD-007 —
(PR No. 01-20001-PR-2021-04-00032)

1. The *Department of Social Welfare and Development (DSWD)*, through the *Administrative Service, GASS-Secretary's Directive Fund (GAS-2135)* intends to apply the sum of *Four Million Seven Hundred Fifty Thousand Pesos (PhP4,750,000.00)* being the Approved Budget for the Contract (ABC) to payments under the contract for *Supply of Labor and Materials for the Architectural, Civil, Electrical and Auxiliary Works for the Improvement of Existing Ceiling of Program Management Bureau (PMB) under ITB No. GOP/21-DSWD-007*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *DSWD* now invites bids for the above Procurement Project. Completion of the Works is required *within One Hundred Twenty (120) Calendar Days upon issuance of Notice to Proceed*. Bidders should have completed a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
4. Interested bidders may obtain further information from *DSWD Bids and Awards Committee (BAC) Secretariat* and inspect the Bidding Documents at the address given below from *Monday to Friday at 8:00AM to 5:00PM*.
5. A complete set of Bidding Documents may be acquired by interested bidders on *15 May 2021 to 07 June 2021* from given address and website/s below and upon payment of an applicable fee for the Bidding Documents in the amount of *Five Thousand Pesos (PhP5,000.00)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person not later than the submission of their bids.
6. The *DSWD* will hold a Pre-Bid Conference on *26 May 2021, 10:30 AM at Procurement Management Service, BAC Secretariat Office, 2nd Floor, Mahusay Building, DSWD Central Office, IBP Road, Constitution Hills, Quezon City* and/or through videoconferencing/webcasting *via google meet*, which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address as indicated below on or before **07 June 2021, 9:00 AM**. Late bids shall not be accepted.
8. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 16.
9. Bid opening shall be on **07 June 2021, 10:00 AM** at the given address below **Procurement Management Service, BAC Secretariat Office, 2nd Floor, Mahusay Building, DSWD Central Office, IBP Road, Constitution Hills, Quezon City** and/or through **google meet**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **DSWD** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

THE CHAIRPERSON

DSWD Bids and Awards Committee

c/o BAC Secretariat

2nd Floor Mahusay Building, DSWD Central Office

IBP Road, Constitution Hills, Quezon City

Fax No. (02) 951-7116

Telephone Nos. (02) 931-8101 to 07 Local 123

12. You may visit the following websites:

For downloading of Bidding Documents: ***<https://www.dswd.gov.ph>*** and
<https://www.philgeps.gov.ph>

15 April 2021

(Original Signed)
RENE GLEN O. PAJE
Undersecretary and
Bids and Awards Committee Chairperson

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, *DSWD* invites Bids for the *Supply of Labor and Materials for the Architectural, Civil, Electrical and Auxiliary Works for the Improvement of Existing Ceiling of Program Management Bureau (PMB)*, with Project Identification Number *ITB No. GOP/21-DSWD-007*.

The Procurement Project (referred to herein as “Project”) is for the construction of Works, as described in Section VI (Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for 2021 in the amount of *Four Million Seven Hundred Fifty Thousand Pesos (PhP 4,750,000.00)*.

2.2. The source of funding is:

- a. NGA, the General Appropriations Act or Special Appropriations.

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manual and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or invitation to bid by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have inspected the site, determined the general characteristics of the contracted Works and the conditions for this Project, such as the location and the nature of the work; (b) climatic conditions; (c) transportation facilities; (c) nature and condition of the terrain, geological conditions at the site communication facilities, requirements, location and availability of construction aggregates and other materials, labor, water, electric power and access roads; and (d) other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, Coercive, and Obstructive Practices

The Procuring Entity, as well as the Bidders and Contractors, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “P” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. The Bidder must have an experience of having completed a Single Largest Completed Contract (SLCC) that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC adjusted, if necessary, by the Bidder to current prices using the PSA's CPI, except under conditions provided for in Section 23.4.2.4 of the 2016 revised IRR of RA No. 9184.

A contract is considered to be "similar" to the contract to be bid if it has the major categories of work stated in the **BDS**.

- 5.3. For Foreign-funded Procurement, the Procuring Entity and the foreign government/foreign or international financing institution may agree on another track record requirement, as specified in the Bidding Document prepared for this purpose.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.2 of the 2016 IRR of RA No. 9184.

6. Origin of Associated Goods

There is no restriction on the origin of Goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN.

7. Subcontracts

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than fifty percent (50%) of the Project.

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address *Procurement Management Service, BAC Secretariat Office, 2nd Floor, Mahusay Building, DSWD Central Office, IBP Road, Constitution Hills, Quezon City* and/or through *google meet* as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the

IB, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents Comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section IX. Checklist of Technical and Financial Documents**.
- 10.2. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. For Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.
- 10.3. A valid PCAB License is required, and in case of joint ventures, a valid special PCAB License, and registration for the type and cost of the contract for this Project. Any additional type of Contractor license or permit shall be indicated in the **BDS**.
- 10.4. A List of Contractor's key personnel (e.g., Project Manager, Project Engineers, Materials Engineers, and Foremen) assigned to the contract to be bid, with their complete qualification and experience data shall be provided. These key personnel must meet the required minimum years of experience set in the **BDS**.
- 10.5. A List of Contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership, certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be, must meet the minimum requirements for the contract set in the **BDS**.

11. Documents Comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section IX. Checklist of Technical and Financial Documents**.
- 11.2. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.3. For Foreign-funded procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Alternative Bids

Bidders shall submit offers that comply with the requirements of the Bidding Documents, including the basic technical design as indicated in the drawings and specifications. Unless there is a value engineering clause in the **BDS**, alternative Bids shall not be accepted.

13. Bid Prices

All bid prices for the given scope of work in the Project as awarded shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances as determined by the NEDA and approved by the GPPB pursuant to the revised Guidelines for Contract Price Escalation guidelines.

14. Bid and Payment Currencies

14.1. Bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

14.2. *Payment of the contract price shall be made in:*

- a. Philippine Pesos.

15. Bid Security

15.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

15.2. The Bid and bid security shall be valid until ***One Hundred Twenty (120) Calendar Days from the date of opening of bids***. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

16. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission to the given website or any other electronic means, the Bidder shall submit an electronic copy

of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

17. Deadline for Submission of Bids

The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

18. Opening and Preliminary Examination of Bids

18.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

18.2. The preliminary examination of Bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*" using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of 2016 revised IRR of RA No. 9184.

19.2. If the Project allows partial bids, all Bids and combinations of Bids as indicated in the **BDS** shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid Security as required by **ITB** Clause 15 shall be submitted for each contract (lot) separately.

19.3. In all cases, the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184 must be sufficient for the total of the ABCs for all the lots participated in by the prospective Bidder.

20. Post Qualification

Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS), and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause																											
5.2	<p>For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be:</p> <p><i>Service provider / contractor shall have a Single Largest Contract with similar project contract and scope such as construction, improvement / rehabilitation / repair of building interior/exterior works completed within five (5) years from the deadline of bid submission, whose the value of contract amount must at least fifty percent (50%) of the ABC with supported by the contractor's performance evaluation system rating or a certificate of satisfactory rating or certificate of satisfactory completion of the project issued by the owner of the previous completed project.</i></p>																										
7.1	<i>Subcontracting is not allowed</i>																										
10.3	<p><i>Service provider/contractor required license category for the PCAB Board Resolution No. 201 series of 2017:</i></p> <p><i>Size Range: Small B</i></p> <p><i>License Category: C & D</i></p> <p><i>Classification: General Engineering / General Building</i></p>																										
10.4	<p>The key personnel must meet the required minimum years of experience set below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Key Personnel</th> <th style="text-align: center;">General Experience</th> </tr> </thead> <tbody> <tr> <td>1. Licensed Project Engineer</td> <td>Minimum of five (5) years' experience</td> </tr> <tr> <td>2. Licensed Civil Engineer</td> <td>Minimum of three (3) years' experience</td> </tr> <tr> <td>3. Master Electrician</td> <td>Minimum of five (5) years' experience</td> </tr> <tr> <td>4. General Foreman</td> <td>Minimum of eight (8) years' experience</td> </tr> </tbody> </table>			Key Personnel	General Experience	1. Licensed Project Engineer	Minimum of five (5) years' experience	2. Licensed Civil Engineer	Minimum of three (3) years' experience	3. Master Electrician	Minimum of five (5) years' experience	4. General Foreman	Minimum of eight (8) years' experience														
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10.5	<p>The minimum major equipment requirements are the following:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Equipment</th> <th style="text-align: center;">Capacity</th> <th style="text-align: center;">Number of Units</th> </tr> </thead> <tbody> <tr> <td>Chipping Gun/Drilling Tools</td> <td>1.5 to 13mm Chuck Range Capacity</td> <td>3 units</td> </tr> <tr> <td>Grinder Portable/Machine</td> <td>At least 0.6Mpa minimum OAP</td> <td>2 units</td> </tr> <tr> <td>Welding Portable/Machine</td> <td>20-400 Amperes Current Range</td> <td>1 unit</td> </tr> <tr> <td>Cut-Off Machine</td> <td>Cutting Capacity at least 119x119 for square, 130x130 for L-shape and 100x130 for rectangular</td> <td>1 unit</td> </tr> <tr> <td>Digital Volt Meter/ Multi-Meter</td> <td>At least 400A absolute maximum AC Current Measurement & 600V AC&DC Absolute Max. Voltage Measurement</td> <td>1 unit</td> </tr> <tr> <td>Generator Set</td> <td>At least 5KW Capacity</td> <td>1 unit</td> </tr> <tr> <td>Service Truck</td> <td>At least Elf, 4.0 cu.m. Loading Capacity</td> <td>1 unit</td> </tr> </tbody> </table>			Equipment	Capacity	Number of Units	Chipping Gun/Drilling Tools	1.5 to 13mm Chuck Range Capacity	3 units	Grinder Portable/Machine	At least 0.6Mpa minimum OAP	2 units	Welding Portable/Machine	20-400 Amperes Current Range	1 unit	Cut-Off Machine	Cutting Capacity at least 119x119 for square, 130x130 for L-shape and 100x130 for rectangular	1 unit	Digital Volt Meter/ Multi-Meter	At least 400A absolute maximum AC Current Measurement & 600V AC&DC Absolute Max. Voltage Measurement	1 unit	Generator Set	At least 5KW Capacity	1 unit	Service Truck	At least Elf, 4.0 cu.m. Loading Capacity	1 unit
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Cut-Off Machine	Cutting Capacity at least 119x119 for square, 130x130 for L-shape and 100x130 for rectangular	1 unit																									
Digital Volt Meter/ Multi-Meter	At least 400A absolute maximum AC Current Measurement & 600V AC&DC Absolute Max. Voltage Measurement	1 unit																									
Generator Set	At least 5KW Capacity	1 unit																									
Service Truck	At least Elf, 4.0 cu.m. Loading Capacity	1 unit																									

12	<i>No further instruction.</i>
15.1	<p>The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:</p> <ol style="list-style-type: none"> a. The amount of not less than <i>Ninety-Five Thousand Pesos (PhP95,000.00)</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; b. The amount of not less than <i>Two Hundred Thirty-Seven Thousand Five Hundred Pesos (PhP237,500.00)</i> if bid security is in Surety Bond.
19.2	Partial bid is not allowed. The project is packaged in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation and contract award.
20	<p>The Lowest Calculated Bid (LCB) or Single Calculated Bid (SCB) as the case may be, shall submit the following additional documents during the Post-Qualification Stage:</p> <ol style="list-style-type: none"> 1) Latest income tax returns (ITR) are those covering the immediately preceding year while latest business tax returns (BTR) are those filed within the last six (6) months preceding the date of bid submission, provided that such income and business tax returns is the most recent document that can be produced by the bidder without fault or delay on its part in filing the same with the BIR. <p>Note: Only the latest income and business tax returns filed and paid through the EFPS and printed thru the Tax Return Inquiry facility of the BIR shall be accepted.</p> <ol style="list-style-type: none"> 2) Updated Certificate of PhilGEPS Registration (Platinum Membership); and 3) To submit certificate of site inspection.
21	<p>The following documents shall be submitted by the winning bidder within five (5) calendar days from receipt of the Notice of Award:</p> <ol style="list-style-type: none"> 1.) Program of Works 2.) Construction schedule/GANTT Chart 3.) S-Curve 4.) List of Manpower and Organizational Structure 5.) Manpower Deployment Schedule 6.) Construction methods 7.) Equipment utilization schedule 8.) Construction safety and health program approved by the Department of Labor and Employment 9.) Program Evaluation and Review Technique/Critical Path Method (PERT/CPM) 10.) Technical Specification Sheet (input brand of items to offer). <p>Note: The foregoing documents are subject to approval of the Procuring Entity or his duly authorized representative and may thus be changed.</p>

Section IV. General Conditions of Contract

1. **Scope of Contract**

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

2. **Sectional Completion of Works**

If sectional completion is specified in the **Special Conditions of Contract (SCC)**, references in the Conditions of Contract to the Works, the Completion Date, and the Intended Completion Date shall apply to any Section of the Works (other than references to the Completion Date and Intended Completion Date for the whole of the Works).

3. **Possession of Site**

3.1 The Procuring Entity shall give possession of all or parts of the Site to the Contractor based on the schedule of delivery indicated in the **SCC**, which corresponds to the execution of the Works. If the Contractor suffers delay or incurs cost from failure on the part of the Procuring Entity to give possession in accordance with the terms of this clause, the Procuring Entity's Representative shall give the Contractor a Contract Time Extension and certify such sum as fair to cover the cost incurred, which sum shall be paid by Procuring Entity.

3.2 If possession of a portion is not given by the above date, the Procuring Entity will be deemed to have delayed the start of the relevant activities. The resulting adjustments in contract time to address such delay may be addressed through contract extension provided under Annex "E" of the 2016 revised IRR of RA No. 9184.

4. **The Contractor's Obligations**

The Contractor shall employ the key personnel named in the Schedule of Key Personnel indicating their designation, in accordance with **ITB** Clause 10.3 and specified in the **BDS**, to carry out the supervision of the Works.

The Procuring Entity will approve any proposed replacement of key personnel only if their relevant qualifications and abilities are equal to or better than those of the personnel listed in the Schedule.

5. Performance Security

- 5.1. Within ten (10) calendar days from receipt of the Notice of Award from the Procuring Entity but in no case later than the signing of the contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR.
- 5.2. The Contractor, by entering into the Contract with the Procuring Entity, acknowledges the right of the Procuring Entity to institute action pursuant to RA No. 3688 against any subcontractor be they an individual, firm, partnership, corporation, or association supplying the Contractor with labor, materials and/or equipment for the performance of this Contract.

6. Site Investigation Reports

The Contractor, in preparing the Bid, shall rely on any Site Investigation Reports referred to in the SCC supplemented by any information obtained by the Contractor.

7. Warranty

- 7.1. In case the Contractor fails to undertake the repair works under Section 62.2.2 of the 2016 revised IRR, the Procuring Entity shall forfeit its performance security, subject its property(ies) to attachment or garnishment proceedings, and perpetually disqualify it from participating in any public bidding. All payables of the GOP in his favor shall be offset to recover the costs.
- 7.2. The warranty against Structural Defects/Failures, except that occasioned-on force majeure, shall cover the period from the date of issuance of the Certificate of Final Acceptance by the Procuring Entity. Specific duration of the warranty is found in the SCC.

8. Liability of the Contractor

Subject to additional provisions, if any, set forth in the SCC, the Contractor's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Contractor is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

9. Termination for Other Causes

Contract termination shall be initiated in case it is determined *prima facie* by the Procuring Entity that the Contractor has engaged, before, or during the implementation of the contract, in unlawful deeds and behaviors relative to contract acquisition and implementation, such as, but not limited to corrupt, fraudulent, collusive, coercive, and obstructive practices as stated in **ITB** Clause 4.

10. Dayworks

Subject to the guidelines on Variation Order in Annex “E” of the 2016 revised IRR of RA No. 9184, and if applicable as indicated in the **SCC**, the Dayworks rates in the Contractor’s Bid shall be used for small additional amounts of work only when the Procuring Entity’s Representative has given written instructions in advance for additional work to be paid for in that way.

11. Program of Work

11.1. The Contractor shall submit to the Procuring Entity’s Representative for approval the said Program of Work showing the general methods, arrangements, order, and timing for all the activities in the Works. The submissions of the Program of Work are indicated in the **SCC**.

11.2. The Contractor shall submit to the Procuring Entity’s Representative for approval an updated Program of Work at intervals no longer than the period stated in the **SCC**. If the Contractor does not submit an updated Program of Work within this period, the Procuring Entity’s Representative may withhold the amount stated in the **SCC** from the next payment certificate and continue to withhold this amount until the next payment after the date on which the overdue Program of Work has been submitted.

12. Instructions, Inspections and Audits

The Contractor shall permit the GOP or the Procuring Entity to inspect the Contractor’s accounts and records relating to the performance of the Contractor and to have them audited by auditors of the GOP or the Procuring Entity, as may be required.

13. Advance Payment

The Procuring Entity shall, upon a written request of the Contractor which shall be submitted as a Contract document, make an advance payment to the Contractor in an amount not exceeding fifteen percent (15%) of the total contract price, to be made in lump sum, or at the most two installments according to a schedule specified in the **SCC**, subject to the requirements in Annex “E” of the 2016 revised IRR of RA No. 9184.

14. Progress Payments

The Contractor may submit a request for payment for Work accomplished. Such requests for payment shall be verified and certified by the Procuring Entity’s Representative/Project Engineer. Except as otherwise stipulated in the **SCC**, materials and equipment delivered on the site but not completely put in place shall not be included for payment.

15. Operating and Maintenance Manuals

15.1. If required, the Contractor will provide “as built” Drawings and/or operating and maintenance manuals as specified in the **SCC**.

- 15.2. If the Contractor does not provide the Drawings and/or manuals by the dates stated above, or they do not receive the Procuring Entity's Representative's approval, the Procuring Entity's Representative may withhold the amount stated in the **SCC** from payments due to the Contractor.

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
2	<i>Works shall be completed within one hundred twenty (120) calendar days upon issuance of Notice to Proceed (NTP)</i>
4.1	<i>The Procuring Entity shall give possession of all parts of the Site to the Contractor within five (5) calendar days upon acceptance of Notice to Proceed (NTP).</i>
6	<i>No further instruction.</i>
7.2	<i>Two (2) years warranty.</i>
10	a. Dayworks are applicable at the rate shown in the Contractor's original Bid.
11.1	The Contractor shall submit the Program of Works to the Procuring Entity's Representative within <i>five (5) working days</i> of delivery of the Notice of Award.
11.2	The amount to be withheld for late submission of an updated Program of Work is Ten Percent (10%) of the Amount of the Next Progress Billing.
13	The amount of the advance payment is <i>fifteen percent (15%) of the total contract price and shall be in accordance to the recommended terms of payment indicated under Section VI. Specifications.</i>
14	Materials and equipment delivered on the site but not completely put in place shall be included for payment.
15.1	The date by which operating and maintenance manuals are required is <i>within ten (10) working days upon issuance of certificate of completion.</i> The date by which "as built" drawings are required is <i>within ten (10) working days upon issuance of certificate of completion.</i>
15.2	The amount to be withheld for failing to produce "as built" drawings and/or operating and maintenance manuals by the date required is Thirty Thousand Pesos (PhP 30,000.00).

Section VI. Specifications

Program of Works

Project: Supply of Labor and Materials for the Architectural, Civil, Electrical and Auxiliary Works for the Improvement of Existing Ceiling of Program Management Bureau (PMB)

SCOPE OF WORKS

- I. Other General Requirements
 - A. Mobilization and Demobilization
 - B. Provision of Temporary Facilities/Utilities
 - C. Provision of Warning Signage, Caution Signage and DSWD Project Signboard
 - D. Construction Safety and Health

- II. Dismantling and Removal Works
 - A. Removal of existing entire acoustic ceiling and framing materials, existing dry wall partitions including hauling from 4th floor to ground floor at designated area (*Refer to the Approved Plans*)
 - B. Removal of existing electrical fixtures, electrical wires and other items inside the ceiling which is necessary to dismantle (*Refer to Approved Plan*)
 - C. Removal of existing alarm devices, push button and its wiring, non-functional fire sprinkler units and pipes
 - D. Removal of existing damaged roof sheets which cause leak from the damaged ceiling panels (*Refer to Approved Plan*)

- III. Carpentry Works
 - A. Installation of PVC Spanflex Ceiling at PMB-Staff Ceiling, Pantry and Director's Comfort Rooms
 - B. Installation of PVC Ceiling Wood Baffle at PMB-Staff Office
 - C. Fabrication and Installation of PVC Pipe Signage
 - D. Supply and Installation of Doors
 - E. Installation of Ficem Board Ceilings at Director's Rooms and Conference Room, design is subjected for approval (*Refer to Approved Plans*)

- IV. Painting Works
 - A. Painting works of Ceilings Termination of Staff Area, Director's Ceiling and Conference Area, including repainting on the damaged paint on wall

- V. Fire Detection and Alarm System
 - A. Installation of Addressable Fire Alarm Control Panel, Smoke Detectors, Heat Detectors, Pull Stations, Horn Strobes and Necessary Wirings

- VI. Mechanical Works
 - A. Reconditioning of Existing Fire Sprinkler Branch including Installation of Fire Sprinkler Head (*Refer to the Plans*)

- VII. Electrical and Data Rough-ins Works
 - A. Installation of Electrical LED Lighting Panel Fixtures and Switched Devices including testing and commissioning
- VIII. Other Works to Complete the Project
 - A. Restoration Works in the affected areas particularly on the selected damaged roof sheets which cause leakage during rainy days and other necessary restoration
 - B. Conduct Testing and Commissioning
- IX. Other Engineering Works/Compliance
 - A. Engineering Supervision by the Project Engineer/Architect and Construction General Foreman
 - B. Engineering Service for the provision of complete sets of As-Built Plan and Program of Works with Signed and Sealed by respective Engineering Discipline

TERMS OF REFERENCE

- A. Contractor’s Qualifications
 - 1. Service provider/contractor shall have competence and meaningful experience of minimum of five (5) years of construction/repair/renovation/improvement works
 - 2. Service provider/contractor shall have a Single Largest Contract with similar project contract and scope such as construction, improvement/rehabilitation/repair of building interior/exterior works completed within five (5) years from the deadline of bid submission, whose the value of contract amount must at least fifty percent (50%) of the ABC with supported by the contractor’s performance evaluation system rating or a certificate of satisfactory rating or certificate of satisfactory completion of the project issued by the owner of the previous completed project
 - 3. Service provider/contractor required license category for the Philippines Contractor’s Accreditation Board (PCAB) Circular No. 001 series of 2009:
 - a. *Size Range:* Small B
 - b. *License Category:* C & D
 - c. *Classification:* General Engineering / General Building
- B. Contractor’s Working Hours
 - 1. All normal works for regular days of this contract shall be performed after office hours (7:00PM to 5:00AM), except weekends, holiday and special holiday shall be performed 24/7 schedule with proper coordination/approval to the Administrative Service – Building and Grounds Management Division (AS-BGMD) Implementing Team.
 - 2. The contractor/service provider shall be required to furnish safe, proper and sufficient lighting arrangement during overnight works

3. Weekends/holidays shall deploy a maximum number of manpower based on the submitted Contractor's Schedule, just to catch-up the possible delays due to possible stoppage instructed by AS-BGMD Implementing Team

C. Contractor's Responsibilities and Conditions

1. Contractor shall control the generation of dust and flying particles from the operation and shall provide a temporary closure to prevent creation of nuisance to the adjacent offices/rooms;
2. Contractor/service provider shall submit own construction schedule, manpower deployment schedule, equipment/tools schedule, list of manpower to be deployed and project site organizational structure within five (5) days upon receipt of Notice of Award;
3. Contractor/service provider shall assign project engineer/project architect from the start until completion stage;
4. Contractor/service provider shall coordinate to the BGMD all the execution works;
5. Contractor/service provider shall provide warning signages, project signboard, contractors project log book;
6. Contractor/service provider shall secure permit to entry/permit to stay-in with attached profile of all workers such as Bio-data for those who will enter within the premises as reference of the DSWD-CO security guards;
7. Contractor/service provider shall provide submit statement of works accomplishment and narrative report as requirement of the billing request;
8. Contractor/service provider shall submit weekly progress reports with attached progress photos to AS-BGMD Implementing Team;
9. Contractor/service provider shall provide submit As-built Plan with complete signed and sealed by the Licensed Engineer/Architect per Engineering Discipline as requirement in the billing request;
10. Contractor/service provider shall provider delivery receipt or list of all materials brought inside the compound including the list of equipment and tools;
11. Contractor/service provider shall provide complete uniform with ID and basic PPE for all the construction worker and personnel; and
12. Contractor/service provider shall have at least Project License Engineer with minimum experience of five (5) years, License Civil Engineer with minimum experience of three (3) years, License Architect with minimum experience of three (3) years, License Electrical Engineer with minimum experience of three (3) years, Master Electrician with minimum experience of five (5) years for construction industry and General Foreman with a minimum experience of eight (8) years of finishing works in construction industry.

D. Recommended Terms of Payment

1. The payment for this project shall be made upon completion of the following activity/scope of works:

Payment Tranches	Outputs/Deliverables
1 st Tranche: 15% payment of the total contract cost (mobilization fee based on the RA9184)	Upon signing on Contract of Agreements and submission of provisions under item number C-2, C-5 and C-6

Payment Tranches	Outputs/Deliverables
2 nd Tranche: 50% payment of the total contract cost (subjected for deduction for 10% retention & 15% mobilization fee)	Must be fifty percent (50%) of project completion/physical accomplishment with the submission of billing statement, progress/ accomplishment report, statement of work accomplished, progress photos and narrative report
3 rd Tranche: 30% payment of the contract price (subjected for deduction for 10% retention)	Must be eighty percent (90%) of project completion/physical accomplishment with the submission of billing statement, progress/accomplishment report, statement of work accomplished, progress photos and narrative report
4 th Tranche (Final Progress Billing): 20% payment of the contract price (subjected for deduction for 10% retention)	Must be one hundred percent (100%) physical completed upon with submission of billing statement, contractors accomplishment reports, statement of work accomplished, progress photos, narrative report, contractors certificate of completion, contractors request for acceptance and turn-over certificate
5 th Final Tranche: 10% payment of the contract price (subjected for deduction for 10% retention)	Must be two (2) months and without damage/ defect of installed items and upon submission of contractors warranty security issued by the private insurance company, notarized certificate of warranty, signed & approved punchlist report

E. Contractor’s Minimum Major Equipment and Tools Requirements

1. List of Minimum major equipment/tools requirement are the following:
 - a. 3-units Chipping Gun/Drilling Tools (1.5 to 13mm chuck range capacity);
 - b. 2-units Grinder Portable/Machine (at least 0.6Mpa minimum OAP;
 - c. 1-unit Welding Portable/Machine (20-400 amperes current range);
 - d. 1-unit Cut-off Machine (at least cutting capacity: 119x119 for square, 130x130 for L-shape and 100x130 for rectangular);
 - e. 1-unit Digital Volt Meter/Multi-meter (at least has 400A absolute maximum AC current measurement & 600V AC&DC absolute max. voltage measurement;
 - f. 1-unit D Generator Set (at least 5KW capacity; and
 - g. 1-unit Service Truck (at least Elf, 4.0 cu.m. loading capacity)

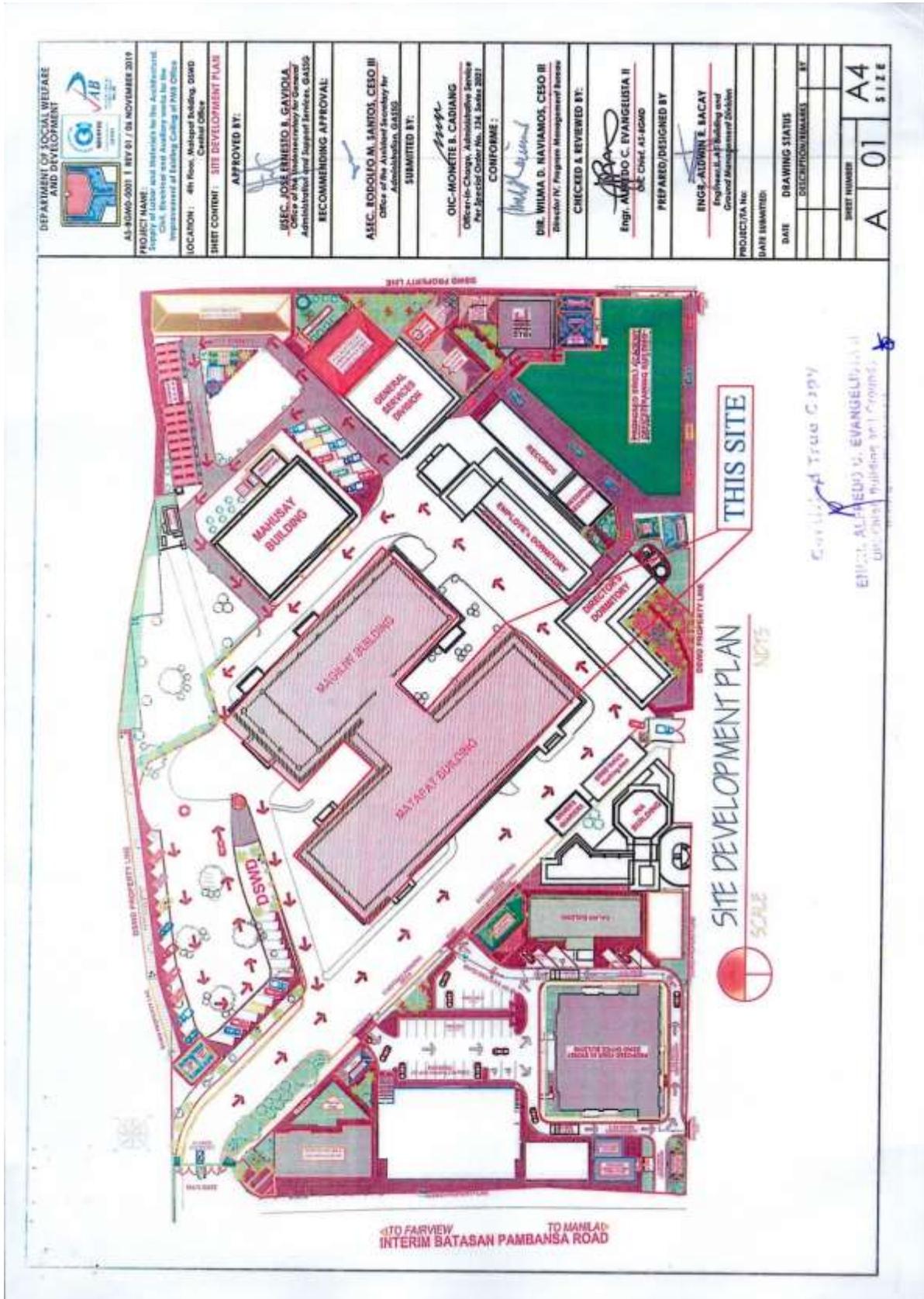
F. Other General Requirements

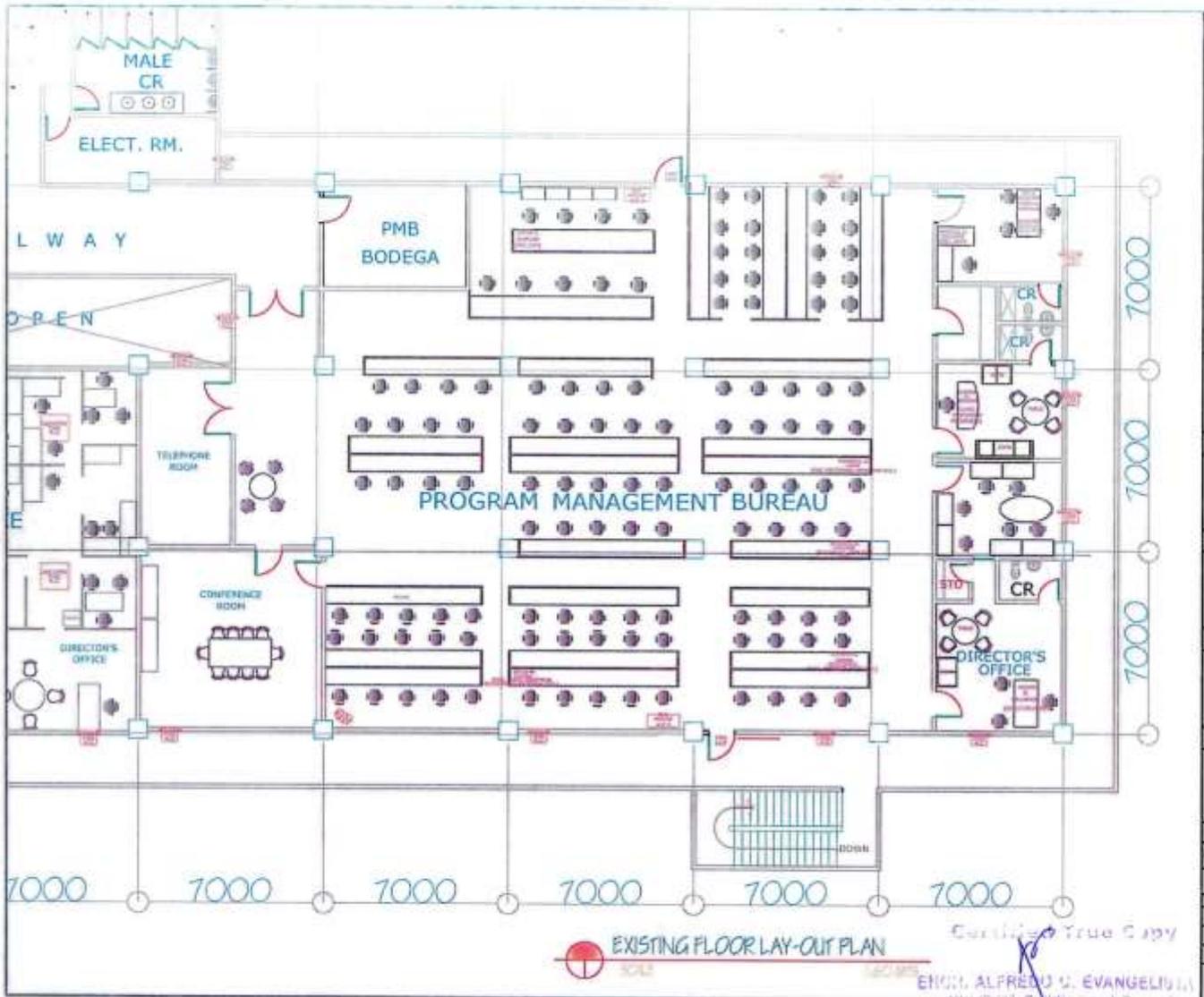
1. All dimensions/level etc. indicated in the drawing plans are to be verified on the site;
2. All materials are subject for the approval of the End-User/AS-BGMD Project Engineer;

3. Any discrepancies, either between written dimensions and site dimensions shall be brought to the BGMD office before executing the works;
4. All equipment, tools, scaffolding and other personnel needed shall be provided by the service provider/contractor;
5. Removal, dismantling and demolition work shall be coordinated and requested to the DSWD AS-BGMD Implementing Team;
6. All waste materials shall be turned over to the DSWD-BGMD with proper documentation; and
7. All works shall comply with the Fire Code of the Philippines, Philippine Electrical Code and Department Rules and Regulations and other relevant laws, rules and regulations.

Section VII. Drawings

[Insert here a list of Drawings. The actual Drawings, including site plans, should be attached to this section, or annexed in a separate folder.]





DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

AS-SCWD-0021 | REV 01 / 04 NOVEMBER 2019

PROJECT NAME: Installation of Fiber and Wireless for the Architectural, Electrical and Auxiliary works for the Improvement of Existing Ceiling of HHS Office

LOCATION: 4th Floor, Malapal Building, DSWD Central Office

SHEET CONTENT: Installation of Fiber and Wireless
CEILING PLAN

APPROVED BY:

USIC, JOSE ERNESTO B. GAYOLIA
Office of the Undersecretary for General Administration and Support Services, GASSG

RECOMMENDING APPROVAL:

A/SEC. RODOLFO M. SANTOS, CISO III
Office of the Assistant Secretary for Administration, GASSG

SUBMITTED BY:

OIC-MONETTE E. CADIANG
Office-in-Charge, Administrative Services
Per Special Order No. 238, Series 2021

CONFORME:

DIR. WILMA D. NAVIAMOS, CISO III
Director IV, Program Management Bureau

CHECKED & REVIEWED BY:

Engr. ALFREDO C. EVANGELISTA II
OIC Chief AS-RWMD

PREPARED/DESIGNED BY:

ENGR. ALDWIN E. BACAY
Engineer-in-Charge and
Ground Management Division

PROJECT/TA No.:

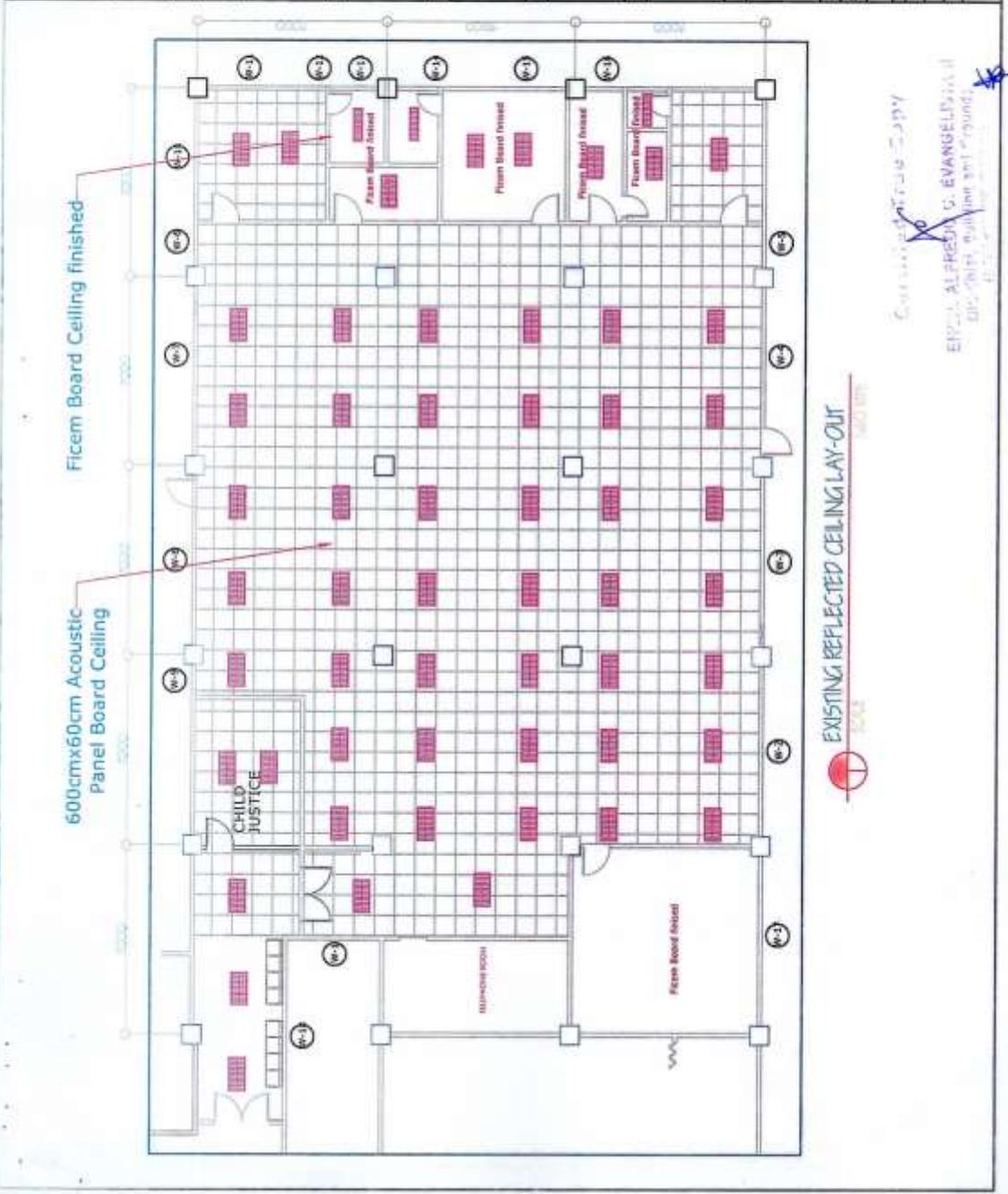
DATE SUBMITTED:

DATE: DRAWING STATUS:

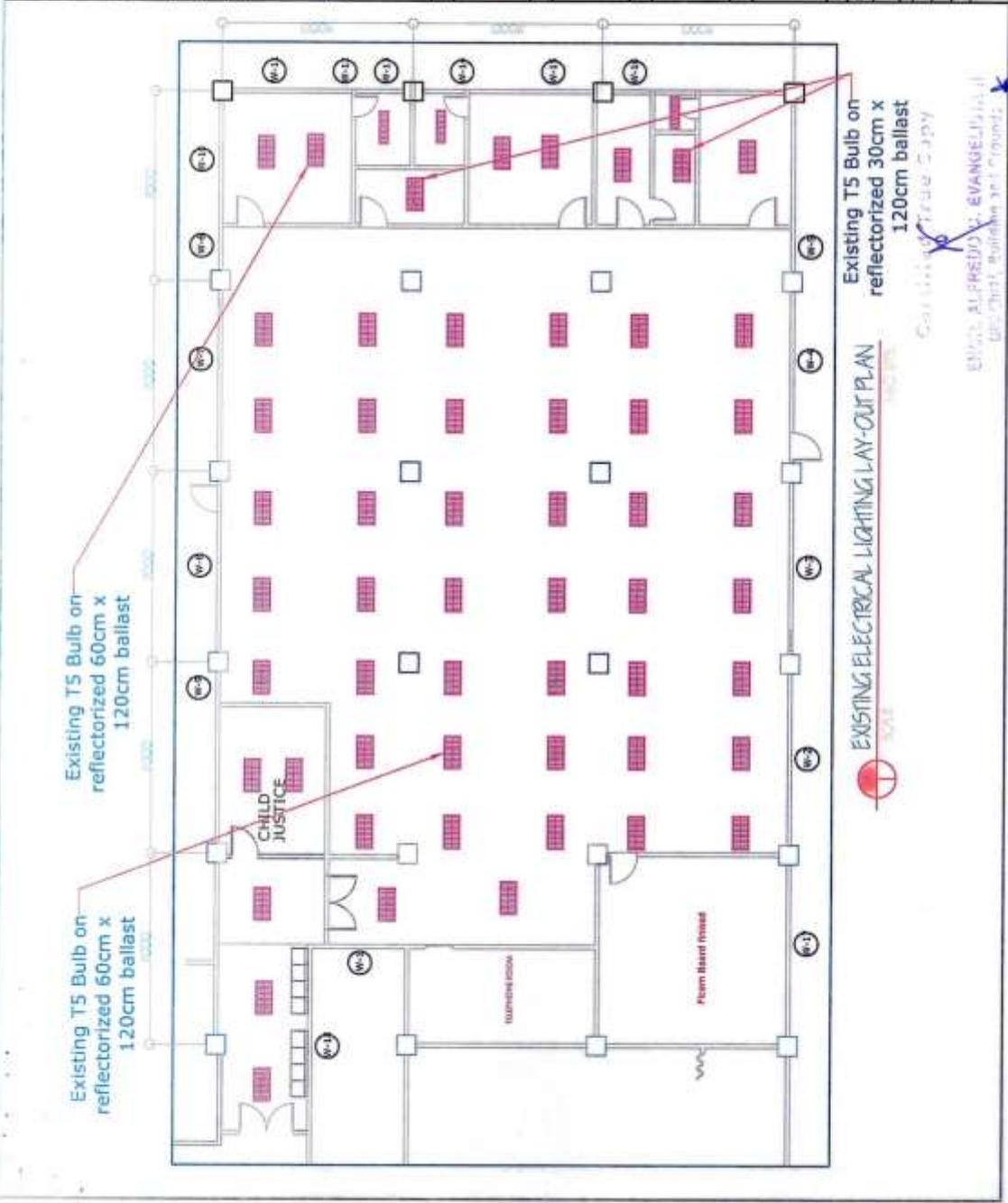
DESCRIPTION/REMARKS BY:

SHEET NUMBER: A 04

SIZE: A4



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT 	
AS-BOWD-0001 REV 01 / 08 NOVEMBER 2017 PROJECT NAME: <u>Propose and Materials for the Accredited</u> <u>Office of Senior and Specialist for the Accredited</u> <u>Improvement of Existing Ceiling of IMA Office</u>	
LOCATION: 4th Floor, Malabon Building, DSWD SHSE COMMENT: <u>APPROVED FOR SUBMISSION</u> Central Office 14/11/2017	
APPROVED BY: JSEC. JOSE ERNESTO B. GAVIOLA Office of the Undersecretary for General Administrative and Support Services, GASSG	
RECOMMENDING APPROVAL: ASEC. RODOLFO M. SANTIOS, CESO III Office of the Assistant Secretary for Administration, GASSG	
SUBMITTED BY: OIC-MONPREE B. CADIANG Office-in-Charge, Administrative Services Per Bureau Order No. 134, Series 2017	
CONFORME: DIR. WILLIAM D. NAVIAMOS, CESO III Director IV, Program Management Bureau	
CHECKED & REVIEWED BY: Engr. ALFREDO C. EVANGELISTA II OIC Chief, AS-BOWD	
PREPARED/DESIGNED BY: ENGR. ALDWIN B. BACAY Engineer II, Electrical and Ground Management Division	
PROJECT/TA No.	
DATE SUBMITTED	
DATE	
DRAWING STATUS	
DESCRIPTION/REMARKS	
SHEET NUMBER	A 05
SIZE	A4



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

AS-BUILD-0001 | REV 01 / 30 NOVEMBER 2019

PROJECT NAME: Office and Workshop for Architectural Support, National Office, Department of Social Welfare and Development, Impasse of Bldg. Coling of PMA Office

LOCATION: 4th floor, Matapat Building, Office Central Office

SHEET CONTENT: **LOCATION PLAN**

APPROVED BY: *[Signature]*

ENGR. JOSE FERNANDO CAJOLA
Office of the Assistant Secretary for Administration and Support Services, GASDS

RECOMMENDING APPROVAL:

ASST. RODOLFO M. SANTIOS, CESO III
Office of the Assistant Secretary for Administration, GASDS

SUBMITTED BY: *[Signature]*

OIC-MONETTE S. CADIANG
Office in Charge, Administrative Services for Special Order No. 134, Date 2021

CONFORME: *[Signature]*

DIR. NIEMA D. NAYMAMOS, CESO III
Director IV, Program Management Bureau

CHECKED & REVIEWED BY: *[Signature]*

ENGR. ALFREDO C. EVANGELISTA II
OIC CHIEF AS-BUILD

PREPARED/DESIGNED BY: *[Signature]*

ENGR. ADMIN. E. SACAY
Engr. in Charge, Building and Grounds Management Division

PROJECT/TA No.

DATE SUBMITTED:

DATE: _____

DRAWING STATUS: _____

REVISIONS: _____

SHEET NUMBER: **A 02**

SHEET SIZE: **A4**



MATAPAT BLDG. FOURTH FLOOR PLAN
LOCATION PLAN

Engr. Alfredo C. Evangelista II
Engr. in Charge, Building and Grounds Management Division

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

PROJECT NAME: **A2-RDMD-0001 | REV 01 / 04 NOVEMBER 2011**
 IMPROVEMENT OF FIRE AND SAFETY FOR THE DISTRICT OFFICE OF THE CHIEF, BACKLASH AND AUXILIARY WORK FOR THE IMPROVEMENT OF EXISTING CALLING OF PAB OFFICE

LOCATION: 4th Floor, Malabon Building, DWPD Central Office

SHEET CONTENT: **EXISTING FIRE DETECTORS PLAN**

APPROVED BY: *[Signature]*

RECOMMENDING APPROVAL: **URSEC. JOSE ENRIQUE B. GAVIOLA**
 Office of the Undersecretary for General Administrative and Support Services, GASSG

RECOMMENDING APPROVAL: **ASEC. RODOLFO M. SANTOS, CESO III**
 Office of the Assistant Secretary for Administration, GASSG

SUBMITTED BY: *[Signature]*

CONFORME: *[Signature]*

CHECKED & REVIEWED BY: **OIC-MONETTE B. CADIANG**
 Office-In-Charge, Administrative Service Per Special Order No. 124, Series 2011

DIR. WILMA D. NAVIAMOS, CESO III
 Director of Program Management Bureau

PREPARED/DESIGNED BY: **ENGR. ALFREDO C. EVANGELISTA II**
 OIC CHIEF AS-PSMD

PROJECT/TA No. _____

DATE SUBMITTED: _____

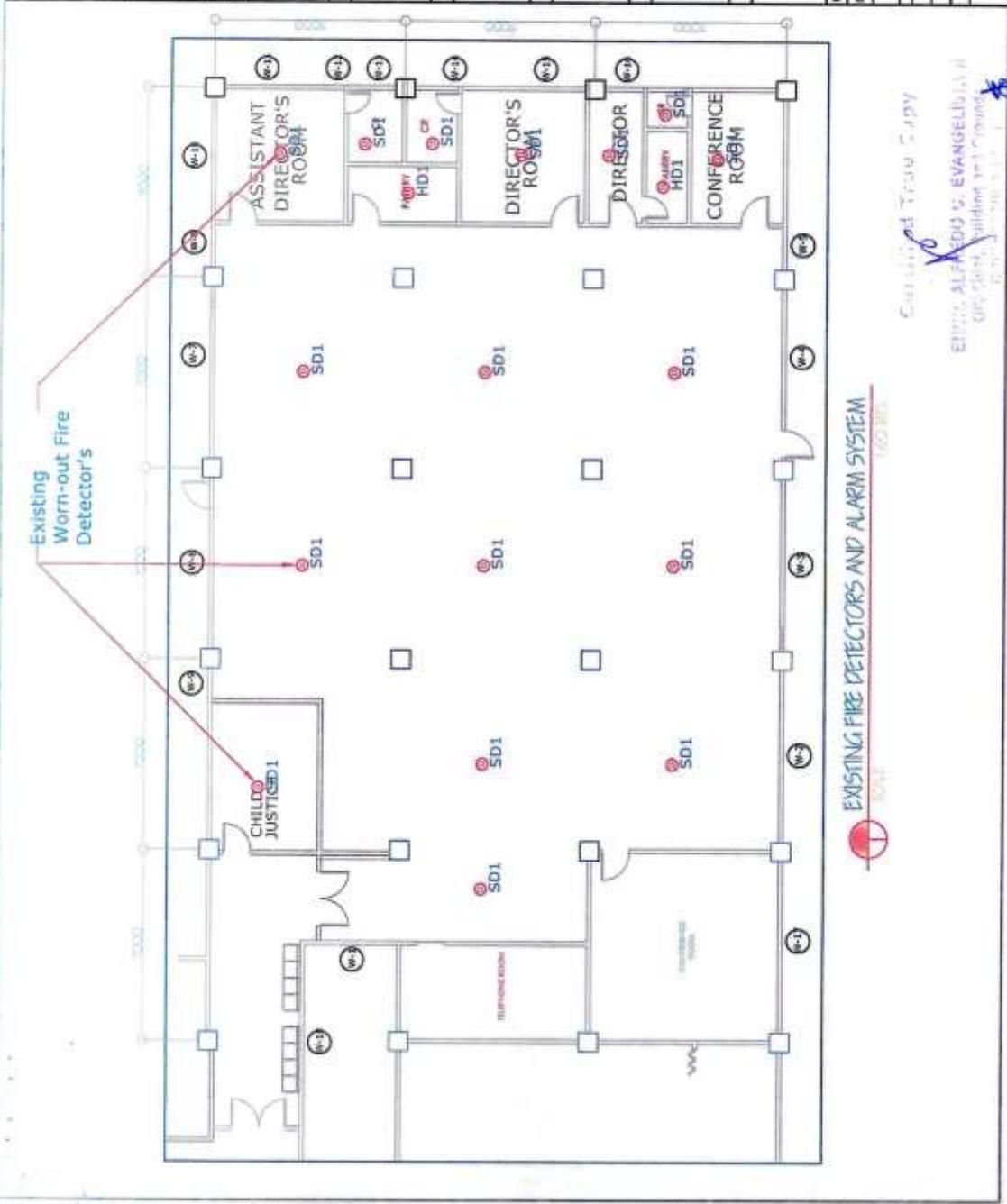
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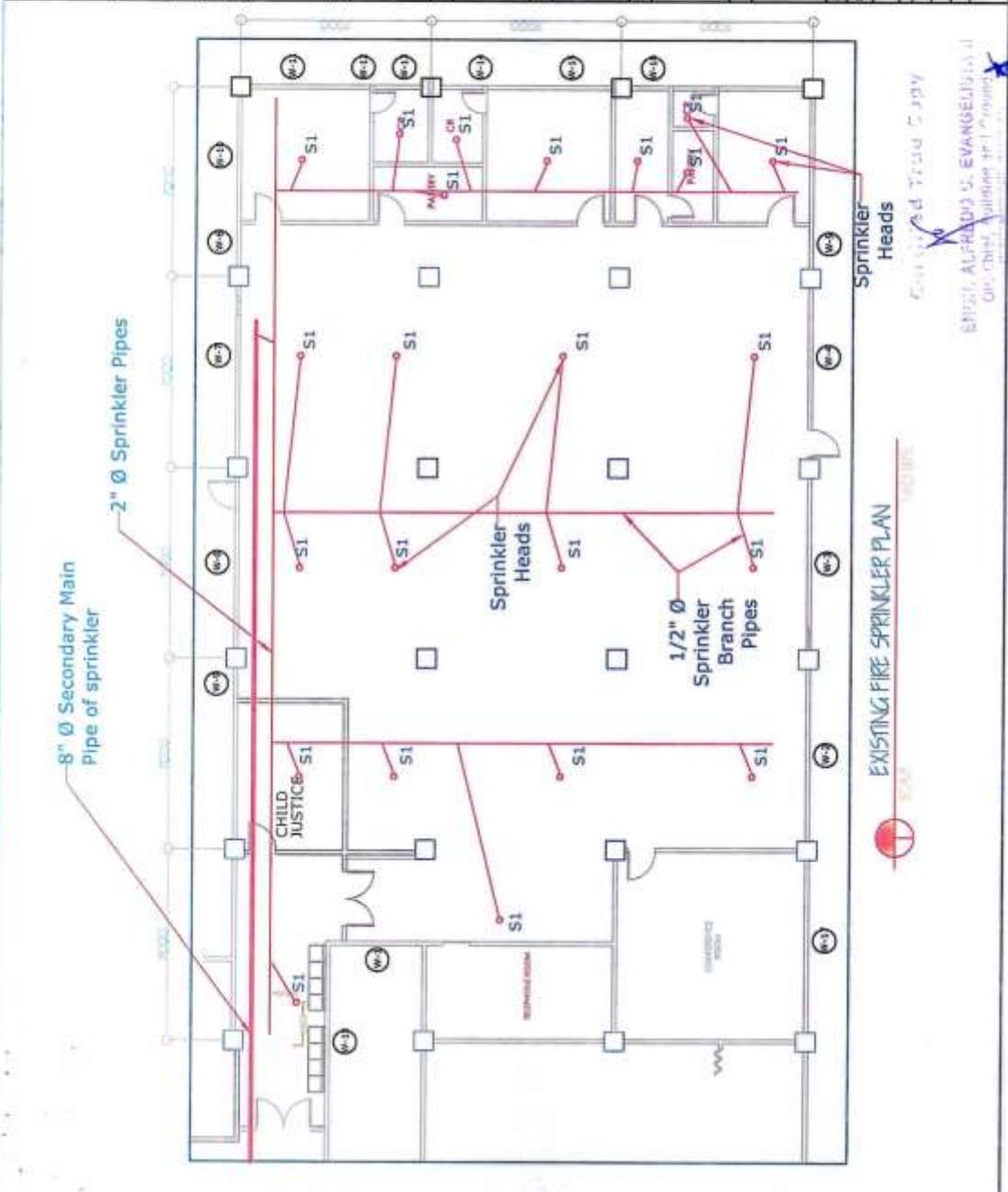
REVISION/REMARKS BY: _____

SHEET NUMBER: **A 06**

SIZE: **A4**



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT 	
AS-RCMD-0001 REV 01 / 04 NOVEMBER 2019 PROJECT NAME: Supply of Labor and Materials for the Architectural, Supply of Labor and Materials for the Architectural, Improvement of Existing Cabling of FMR Office	LOCATION: 4th Floor, Metropolitan Building, DSWD Central Office SHEET CONTENT: <i>INSTALLATION OF THE SPRINKLER SYSTEM</i> APPROVED BY:
RECOMMENDING APPROVAL: _BSEC. JOSE ERNESTO B. GAVIOLA_ Office of the Undersecretary for General Administration and Support Services, GAUSD	APPROVED BY:
RECOMMENDING APPROVAL: _ASEC. RODOLFO M. SANTIOS, CESO III_ Office of the Assistant Secretary for Administration, GAUSD	APPROVED BY:
SUBMITTED BY: OIC-MONIQUE B. CADIANG Officer-in-Charge, Administrative Service Per Special Order No. 134, Series 2021	CONFORME:
CHECKED & REVIEWED BY: DIR. WILMA D. NAVIAMOS, CESO III Director IV, Program Management Bureau	PREPARED/DESIGNED BY: ENGR. ALFREDO S. EVANGELISTA II OIC Chief, AS-RGMD
PROJECT NO.: DATE SUBMITTED: DATE:	DRAWING STATUS: DESCRIPTION/REVISION:
SHEET NUMBER: PROJECT SIZE:	DATE:
A 07	A4
A	SIZE



ENGR. ALFREDO S. EVANGELISTA II
 OIC Chief, AS-RGMD



AS-SCWD-0001 | REV 01 / 04 NOVEMBER 2019

PROJECT NAME: Supply of Work and Material for the Installation, Supply, Erection and Auxiliary works for the Improvement of Existing Ceiling of 4th Office

LOCATION: 4th Floor, Malabon Building, DBRD Center Office

SHED CONTENT: PROPOSED NEW OFFICE SYSTEM LAY-OUT

APPROVED BY:

JUSTICE ERNESTO B. GAYOLA
 Office of the Undersecretary for General Administrative and Support Services, GASD

RECOMMENDING APPROVAL:

ASEC. RODOLFO M. SANTOS, CESO III
 Office of the Assistant Secretary for Administration, GASD

SUBMITTED BY:

ENC-MONETTE B. CADIANG
 Office-in-Charge, Administrative Service
 Per Special Order No. 134, Series 2021

CONFORME:

DIR. WILMA D. NAVIAMOS, CESO III
 Director IV, Program Management Bureau

CHECKED & REVIEWED BY:

ENGR. ALFREDO C. EVANGELISTA II
 OIC Chief AS-SCWD

PREPARED/DESIGNED BY:

ENGR. ADWIN K. BACAY
 Engineer III, Planning and General Management Division

PROJECT/TA No.:

DATE SUBMITTED:

DATE:

DEAWING STATUS:

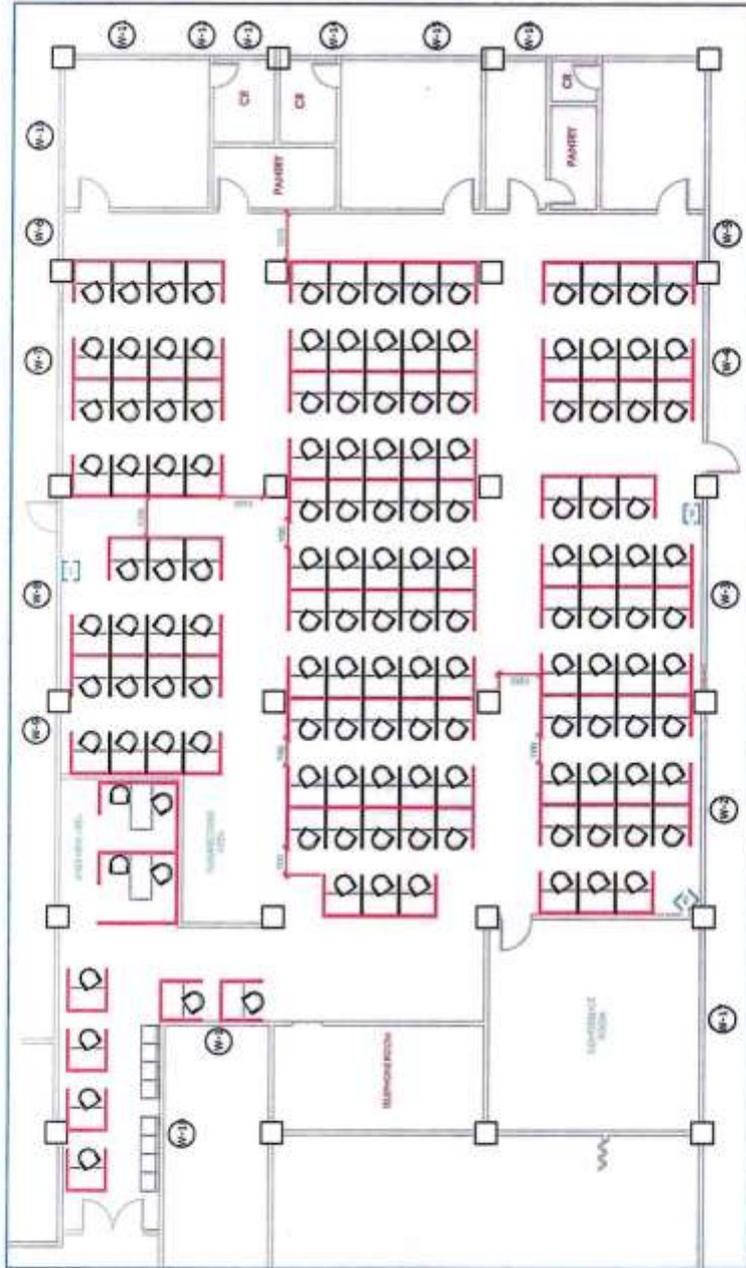
DESCRIPTION/REVISION BY:

SHEET NUMBER:

A 08

SIZE

A4



PROPOSED NEW OFFICE SYSTEM LAY-OUT

Engr. Adwin K. Bacay
 Engr. Alfredo C. Evangelista II
 City of Manila, Division 4-1 Proposed

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

AS-RGMD-0001 I REV 01 / 04 NOVEMBER 2019

PROJECT NAME: **Final and Materials for Architectural Shop and Auxiliary works for the Civil, Electrical and Mechanical works for the improvement of Existing Ceiling of FME Office**

LOCATION: **4th Floor, Midland Building, CBD**
Central Office

SHEET COMMENT: **FOR INFORMATION ONLY**

APPROVED BY: *[Signature]*

RECOMMENDING APPROVAL:
– JISEC, JOSE ERNESTO S. GAVIOLA
 Office of the Undersecretary for General Administration and Support Services, GASIG

RECOMMENDING APPROVAL:
– ASEC, RODOLFO M. SANTIOS, CESO III
 Office of the Assistant Secretary for Administration, GASIG

SUBMITTED BY: *[Signature]*

CONFORME: *[Signature]*

QC-MQNETTE B. CADANG
 Office-in-Charge, Administrative Service
 Per Specter Order No. 124, Series 2021

QC: **– DIR. WILLIAM D. NAVIAMOS, CESO III**
 Director IV, Program Management Bureau

CHECKED & REVIEWED BY: *[Signature]*
 Engr. ALFREDO C. EVANGELISTA II
 OIC CHM, AS-RGMD

PREPARED/DESIGNED BY: *[Signature]*
 ENGR. ALDWIN B. BACAY
 Engineer I, Building and Ground Management Division

PROJECT No: _____
 DATE SUBMITTED: _____

DATE: _____ DRAWING STATUS: _____
 REVISION/REMARKS: _____

SHEET NUMBER: **A 09** A4 SIZE





AS-2040-0031 | REV 01 / 04 NOVEMBER 2019

PROJECT NAME: Supply of Labor and Materials for the Architectural Works of Labor and Auxiliary works for the Civil, Electrical and Auxiliary works for the Improvement of Existing Ceiling of 7th Office

LOCATION: 4th Post, Malapal Building, DSWD Central Office

SHEET COMMENT: REVISIONS: TYPICAL FRAMING PLAN

APPROVED BY:

APPROVED BY:

USEC. JOSE ERNESTO S. GAVOLA
 Office of the Undersecretary for General Administration and Support Services, GADSG

RECOMMENDING APPROVAL:

APPROVED BY:

ASEC. RODOLFO M. SANTOS, CESO III
 Office of the Assistant Secretary for Administration, GADSG

SUBMITTED BY:

OIC-MONETTE E. CADIANG
 Office-in-Charge, Administrative Service
 Per Special Order No. 124, Series 2021

CONFORME:

DIR. WILMA D. NAVIAMOS, CESO III
 Director IV, Program Management Service

CHECKED & REVIEWED BY:

ENGR. ALFREDO C. EVANGELISTA II
 OIC-Check, AS-2040

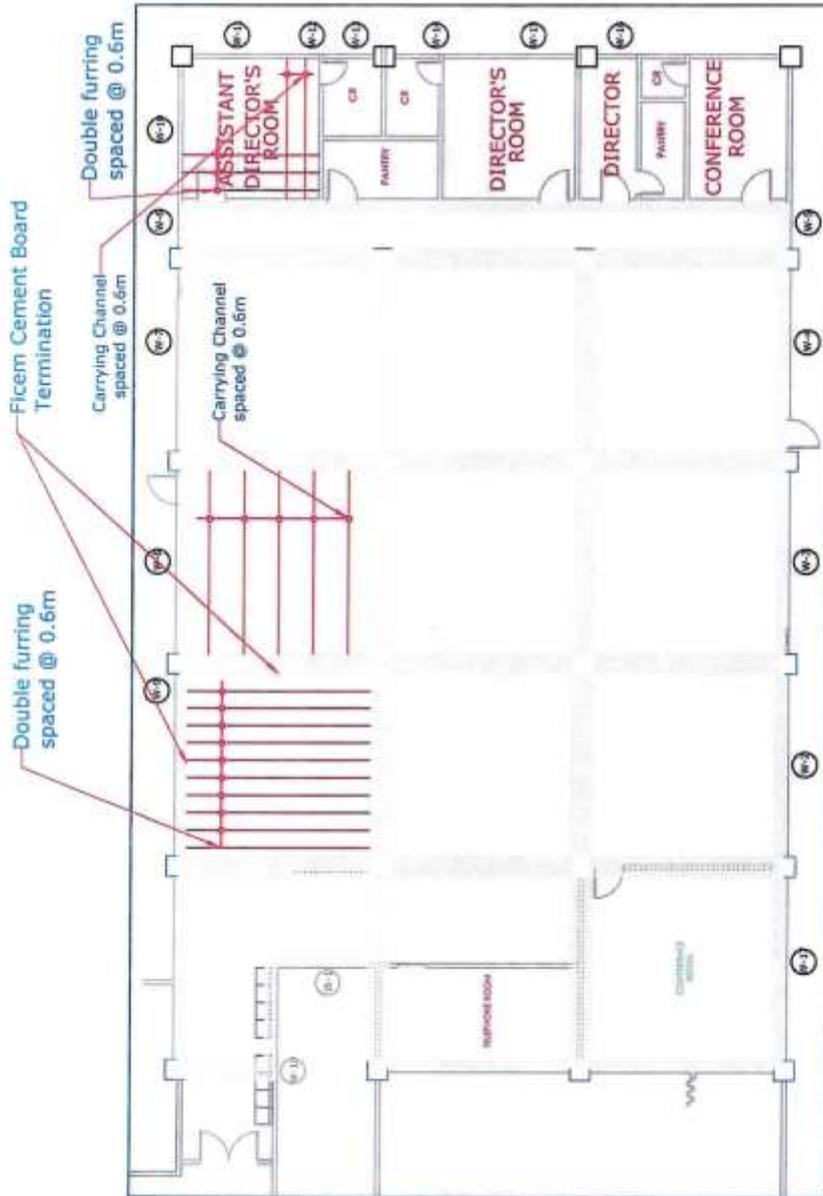
PREPARED/DESIGNED BY:

ENGR. ALDWIN E. BACAT
 Engineer (EAC) Building and Ground Management Division

PROJECT No:
DATE SUBMITTED:

DATE: **DRAWING STATUS:**
DESCRIPTION/REVISIONS: BY

SHEET NUMBER: **A 10**
SIZE: **A4**



TYPICAL CEILING FRAMING PLAN

Scale: 1/8" = 1'-0"

Checked by:
ENGR. ALFREDO C. EVANGELISTA II
 OIC-Check, Building and Ground Management Division

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

AS-SCWD-2023 | REV 01 / 04 NOVEMBER 2019

PROJECT NAME: Used Materials by the Archbishop, Bishop and Auxiliary works for the Improvement of Existing Ceiling of FMS Office

LOCATION: 4th Floor, Malibon Building, DRWD Central Office

SHEET CONTENT: VERTICAL MANHOLE LOCATION PLAN

APPROVED BY: [Signature]

BYEC. JOSE ERNESTO B. GAVIOLA
Office of the Undersecretary for General Administration and Support Services, GADG

RECOMMENDING APPROVAL:

ASEC. RODOLFO M. SANTOS, CESO III
Office of the Assistant Secretary for Administration, GADG

SUBMITTED BY: [Signature]

OIC-MOMETE B. CADRANG
Office-in-Charge, Administrative Service
Per Special Order No. 124, Series 2021

CONFORME: [Signature]

DIR. WILMA D. NAVIAMOS, CESO III
Director IV, Program Management Service

CHECKED & REVIEWED BY: [Signature]

Engr. ALFREDO C. EVANGELISTA II
OIC/Chief, AS-SCWD

PREPARED/DESIGNED BY: [Signature]

ENGR. ALWIN T. SACAY
Engineer-Registering and General Management Division

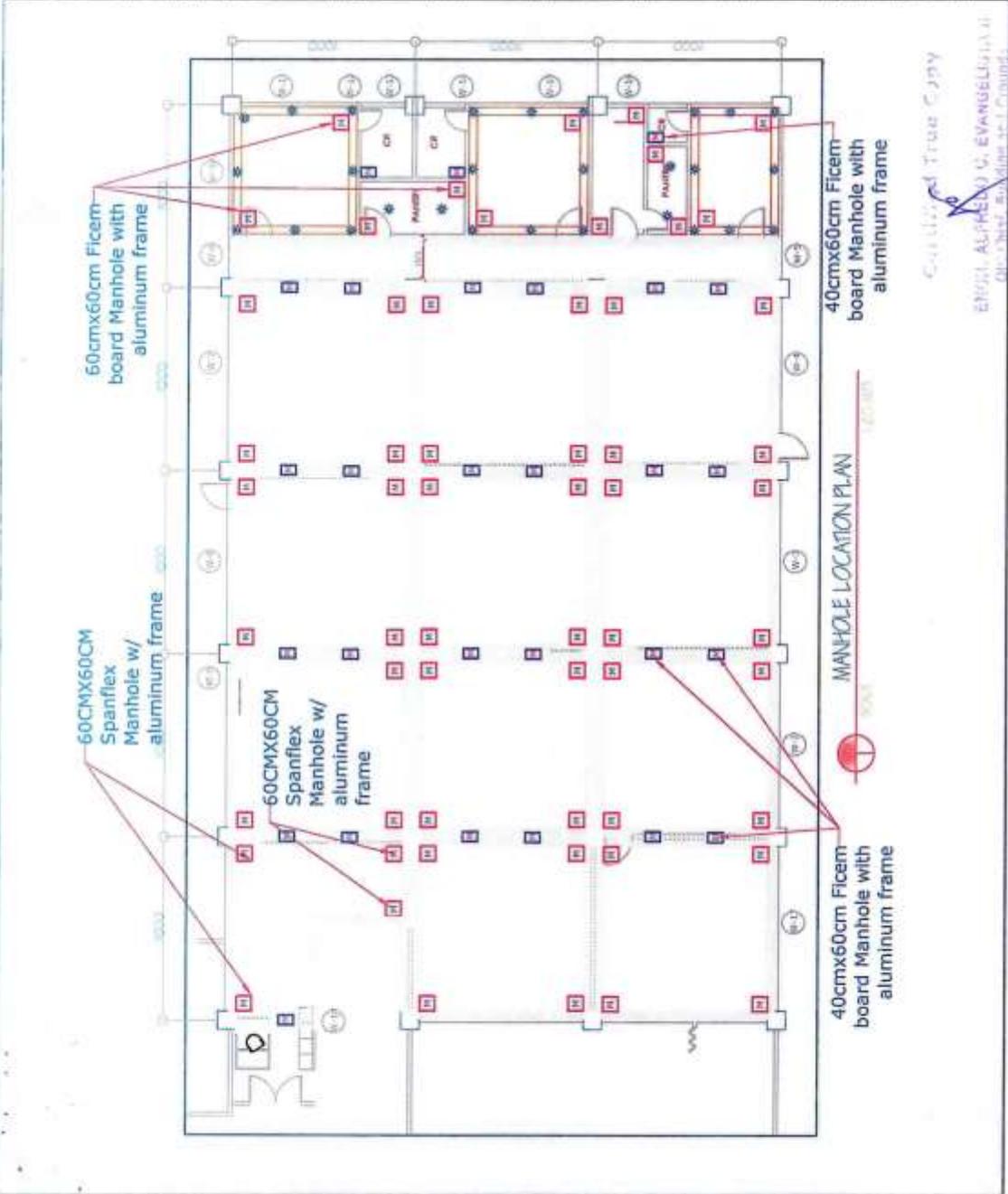
PROJECTA No. _____

DATE SUBMITTED: _____

DATE: _____ DRAWING STATUS: _____

DESCRIPTION/REMARKS: _____ BY: _____

SHEET NUMBER: **A 11** A4 SIZE



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

AS-RCMD-0001 | REV 01 / 05 NOVEMBER 2019

PROJECT NAME: Office of the Undersecretary for General Administration and Support Services, GAUSS

LOCATION: 4th Floor, Mabuhay Building, DWD Central Office

SHEET CONTENT: Fire Sprinkler Head Lay-out Plan

APPROVED BY: *[Signature]*

RECOMMENDING APPROVAL: **ISEC. JOSE ERNESTO B. GAYOLDA**, Office of the Undersecretary for General Administration and Support Services, GAUSS

RECOMMENDING APPROVAL: **ASEC. RODOLFO M. SANTOS, CESO III**, Office of the Assistant Secretary for Administration, GAUSS

SUBMITTED BY: *[Signature]*

CONFORME: *[Signature]*

CHECKED & REVIEWED BY: **ENG. WILLIAM D. NAVAMOS, CESO III**, Director IV, Program Management Bureau

PREPARED/DESIGNED BY: **ENGR. ALFREDO C. EVANGELISTA II**, OIC Chf. AS-RCMD

PROJECT/TA No. _____

DATE SUBMITTED: _____

DATE: _____

DRAWING STATUS: _____

DESCRIPTION/REVISIONS BY: _____

SHEET NUMBER: **EC 14**

SIZE: **A4**

8" \varnothing Secondary Main Pipe of sprinkler

2" to 1-1/2" \varnothing Sprinkler Pipes

Fire Sprinkler head (70 Degree Celcius, Red, Bursting, Ceiling Concealed, 1/2" Penden)

1" \varnothing Sprinkler Branch Pipes

9211

FIRE SPRINKLER HEAD LAY-OUT PLAN

Consolidated, True Copy

ENGR. ALFREDO C. EVANGELISTA II
OIC Chf. AS-RCMD

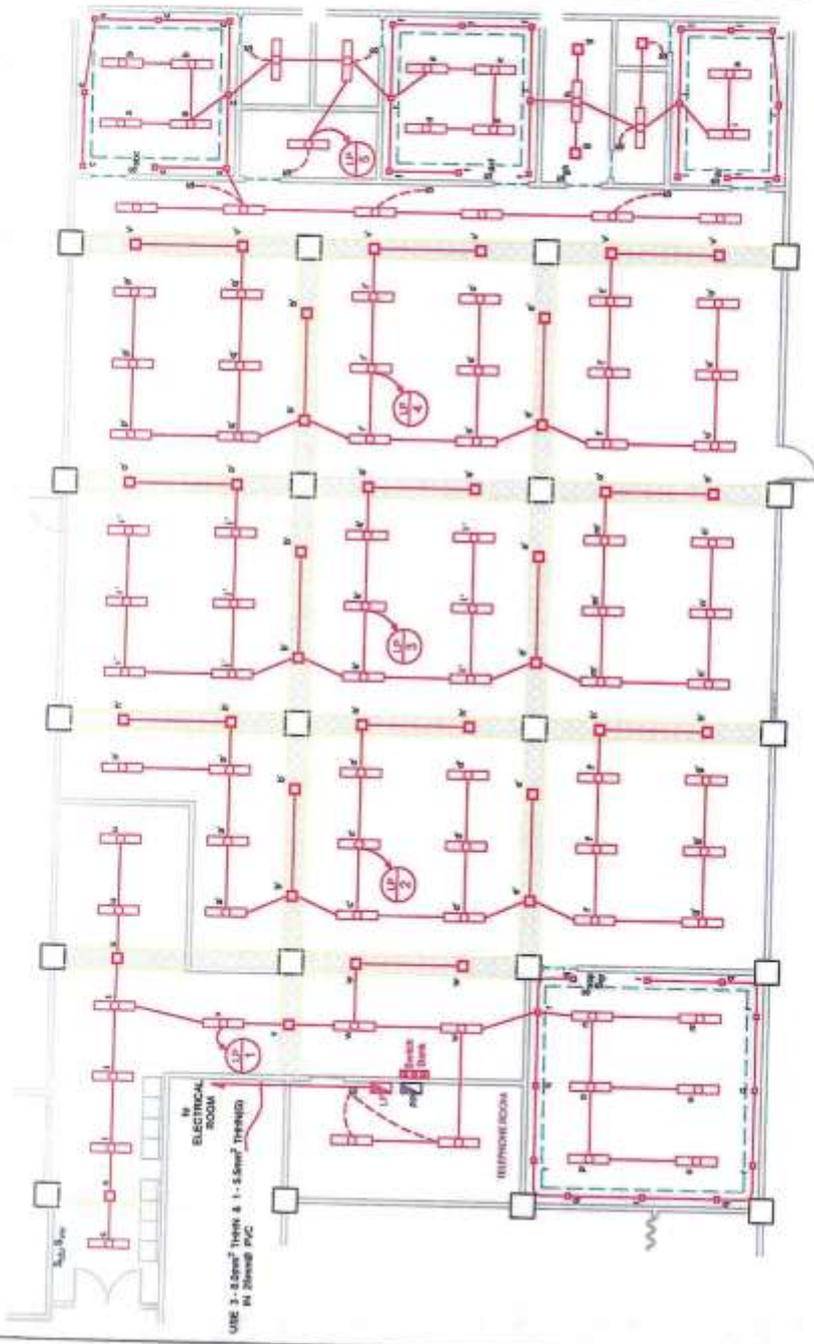


AS-BOMD-0037 1 REV 01 / 04 NOVEMBER 2019

PROJECT NAME:
Supply of labor and Materials for the Architectural, Civil, Electrical and Auxiliary Work for the Improvement of Existing Ceiling of FMS

LOCATION:
Fourth floor, Malapalad Building

SHEET CONSIST:	POWER LAYOUT
APPROVED BY	
USEC. JOSE ENRIQUE B. GAVIDA	Office of the Undersecretary for General Administration and Support Services
COMFORME	
ASST. SEC. RODOLFO M. SANTOS, CEO III	Office of the Assistant Secretary for Administration
COMFORME	
MONETTE B. CADIANG	Office-in-Charge, Administrative Service per Special Order No. 134, Series of 2021
COMFORME	
WILMA D. NAVIAMOS	Bureau Director, Program Management Bureau
CHECKED BY	
ENGR. ALFRIDO C. EVANGELISTA II	OIC-Chief, AS-IGMAD
PREPARED/DESIGNED BY	
ENGR. RONALD T. VEGIM	Project Management Officer, AS-IGMAD
PROJECT/TA No.	
DATE SUBMITTED:	February 24, 2021
DRAWING STATUS	
DATE	DESCRIPTION/REMARKS
SHEET NUMBER	A4



Switch Bank
 S
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LIGHTING LAYOUT

Checked by:
 ENGR. ALFRIDO C. EVANGELISTA II
 OIC-Chief, Building and Grounds
 AS-IGMAD

LOAD SCHEDULE

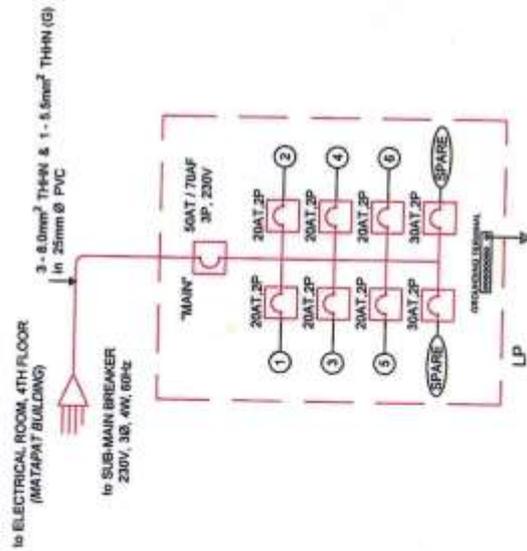
LIGHTING PANEL (LP) (PROGRAM MANAGEMENT BUREAU'S OFFICE)

CKT NO.	LOAD DESCRIPTION	RATING		VOLT	AMPERE			PROTECTION			SIZE OF WIRES	CONDUIT
		HP	WATTS		GAB	ICA	IBC	30	AT	AF		
1	17 - 2x20W T8 LED TUBE LIGHT OUTLET		325	230	4.02			30	00	2	2 - 3.5mm ² THHN	20mm Ø PVC
2	18 - 1x15W LED PANEL DOWN LIGHT OUTLET		860	230	3.67			30	50	2	2 - 3.5mm ² THHN	20mm Ø PVC
3	19 - 2x20W T8 LED TUBE LIGHT OUTLET		970	230	4.22			30	50	2	2 - 3.5mm ² THHN	20mm Ø PVC
4	18 - 2x20W T8 LED TUBE LIGHT OUTLET		970	230	4.22			30	50	2	2 - 3.5mm ² THHN	20mm Ø PVC
5	21 - 2x20W T8 LED TUBE LIGHT OUTLET		1155	230			5.02	30	50	2	2 - 3.5mm ² THHN	20mm Ø PVC
6	24 - 1x15W LED PANEL DOWN LIGHT OUTLET			230				30	50	2	2 - 3.5mm ² THHN	20mm Ø PVC
7	SPARE			230				30	50	2		
8	SPARE			230				30	50	2		
9	SPARE			230				30	50	2		
TOTAL			4810		7.88	8.44	5.02					

COMPUTATION
 $I_L = 8.44 \text{ AMPS} \times \sqrt{3}$
 $= 14.62 \text{ AMPERES}$

SIZE OF CIRCUIT BREAKER: USE 50AT / 70AF, 3P, 230V
 SIZE OF FEEDER: USE 3 - 8.0mm² THHN & 1 - 5.5mm² THHN (G)
 IN 25mm Ø PVC

RISER DIAGRAM



LEGEND

- CIRCUIT BREAKER (RATING AS INDICATED)
- T8 LED TUBE LIGHT OUTLET
- LED PANEL LIGHT OUTLET (300x300MM)
- LED PANEL LIGHT OUTLET (120x120MM)
- CIRCUIT HOMERUN
- MAIN PANEL BOARD / PANELBOX
- SWITCH, THREE (3) GANG
- SWITCH, TWO (2) GANG
- SWITCH, ONE (1) GANG
- SWITCH BANK
- UPPER SYMBOL INDICATES SIZE OF WIRE (SOLID PIPE IN MM, DIAMETER)
- LOWER SYMBOL INDICATES SIZE OF WIRE IN MM (STRANDED)

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT



AS-BOMD-JOBT 1 REV 01 / 24 NOVEMBER 2019
 PROJECT NAME: Supply of Labor and Materials for the Architectural, Civil, Electrical and Auxiliary Work for the Improvement of Existing Ceiling of PAB
 LOCATION: Fourth Floor, Matapat Building

SHEET CONTENT: POWER LAYOUT

APPROVED BY

USEC. JOSE ERNESTO S. GAYOLA
 Office of the Undersecretary for General Administration and Inspector Services

CONFORME

ASIC. RODOLFO M. SANTOS, CESO III
 Office of the Assistant Secretary for Administration

CONFORME

MONIEPE B. CADANG
 Officer-in-Charge, Administrative Services per Special Order No. 124, Series of 2021

CONFORME

WILMA D. NAVIAMOS
 Program Management Bureau

CONFORME

Eng. ALFREDO C. EVANGELISTA II
 OIC-CHM, AS-EGMAD

PREPARED/DESIGNED BY

Eng. RONALD T. VEGIM
 Project Management Officer, AS-EGMAD

PROJECT/PA No.

DATE SUBMITTED: February 24, 2021

DRAWING STATUS

DATE DESCRIPTION/REMARKS BY

SHEET NUMBER

A4

Eng. ALFREDO C. EVANGELISTA II
 OIC-CHM, Matapat Building 4th Floor

Section VIII. Bill of Quantities

Bill of Quantities

Item Description	Quantity	Unit	Unit Cost	Amount
I. Other General Requirements				
A. Mobilization and Demobilization				
1. Labor				
1.1. Skilled Worker @ 4 per day	4	Days		
1.2. Unskilled/Helper @ 6 per day	4	Days		
2. Equipment				
2.1. Elf Truck @ 1 per day	4	Days		
2.2. Mobile Gen. Set @ 1 per day	4	Days		
B. Provision of Temporary Facilities/Utilities				
1. Materials & Labor				
1.1. Provision of Temporary Workers Quarters and Materials Storage	20	Sq.m.		
1.2. Provision of Temporary Fence within site office & workers quarter and enclosure of working area	27	Li.m.		
2. Equipment				
2.1. Elf Truck @ 1 per day	4	Days		
2.2. Mobile Gen. Set @ 1 per day	4	Days		
C. Provision of Warning Signages, Caution Signages and DSWD Project Signboard				
1. Materials				
1.1. Warning/Caution Signages	15	Sq.m.		
1.2. DSWD Project Signboards	2.88	Sq.m.		
1.3. COA Bill Boards	2.88	Sq.m.		
2. Labor				
2.1. Skilled Worker @ 1 per day	2	Days		
2.2. Unskilled Worker @ 2 per day	2	Days		
D. Construction Safety and Health				
1. Materials				
1.1. Hard Hat	15	Pieces		
1.2. Safety Goggles	15	Pairs		
1.3. Safety Boots	15	Pairs		
1.4. Safety Shoes	15	Pairs		
1.5. Covid-19 Mask	1	Lot		
1.6. Medicine Cabinet w/ first aid kit (20 pcs. 1-Gal. Alcohol; 5 pcs. 20-ml. Povidone Iodine, Micropore, 100 pcs. 500g Paracetamol tablets, 5 pcs. Ice	1	Lot		

Signature Over Printed Name of Authorized Representative

Item Description	Quantity	Unit	Unit Cost	Amount
Bag, Emergency Flash Lighth, 50 pcs. Loperamide tablets, Cough medicine, 100g Cotton, 3 bxs. Bandage, 3 bxs. Band Aide) <i>Note: Refer to the DOH Health Protocol Guidelines for Covid- 19 Compliance</i>				
II. Dismantling and Removal Works				
A. Removal of existing entire acoustic ceiling and framing materials, existing dry wall partitions including hauling from 4 th floor to ground floor at designated area (<i>Refer to the Approved Plans</i>)	588	Sq.m.		
B. Removal of existing electrical fixtures, electrical wires and other item inside the ceiling which is necessary to dismantle (<i>Refer to Approved Plan</i>)	588	Sq.m.		
C. Removal of existing alarm devices, push button and its wiring, non-functional fire sprinkler units and pipes	588	Sq.m.		
D. Removal of existing damaged roof sheets which cause leak from the damaged ceiling panels (<i>Refer to Approved Plan</i>)	20	Sq.m.		
III. Carpentry Works				
A. Installation of PVC Spanflex Ceiling at PMB-Staff ceiling, Pantry and Director's Comfort Rooms	505.47	Sq.m.		
1. Materials				
1.1. 7.0" width x 3.0m x 8.0mm thk PVC Ceiling Panel (<i>Design is subjected for approval</i>)	980	Pieces		
1.2. 0.5mm thk Aluminum Metal Furring Channel (W19mm x D50mm x H5m)	720	Pieces		
1.3. 0.8mm thk Aluminum Carrying Channel (W12mm x D38mm x H5mts)	120	Pieces		
1.4. 0.5mm thk Wall Angle (W25mm x D25mm x 3m)	120	Pieces		
1.5. Gauge 24 W-Clip	1800	Pieces		
1.6. J-type Threaded Hanger Clip	900	Pieces		
1.7. 3/8"Ø x 2" Ordinary Bolt	900	Pieces		

Signature Over Printed Name of Authorized Representative

Item Description	Quantity	Unit	Unit Cost	Amount
1.8. 3/8"Ø x 2.4m Threaded Rod w/ nut	450	Pieces		
1.9. 3/8"Ø x 2" Drop-in Grip Concrete Anchor	650	Pieces		
1.10. 2" Concrete Nail	5	Kgs.		
1.11. 3" Concrete Nail	5	Kgs.		
1.12. 1/8"Ø x 1/2" Blind Rivet (500pcs/box)	4	Box		
1.13. 5/16"Ø x 1" Black Screw	1800	Pieces		
1.14. 1/8"Ø Metal Drill Bit	300	Pieces		
1.15. 1/8"Ø Masonry Drill Bit	200	Pieces		
1.16. 1/2"Ø Masonry Drill Bit	200	Pieces		
1.17. 5/8"Ø Masonry Drill Bit	100	Pieces		
1.18. 5/8"Ø x 3/2" Expansion Bolt, Gold Plated	100	Pieces		
2. Labor				
2.1. Skilled Worker (Carpenter) @ 4 per day	18	Days		
2.2. Unskilled (Carpenter Helper) @ 8 per day	18	Days		
3. Equipment				
3.1. Grinder tools including consumables disc @ 3 sets per day	18	Days		
3.2. Other special tools (1% of Material Cost)	1	Lot		
B. Installation of PVC Ceiling Wood Baffle at PMB-Staff Office				
1. Materials				
1.1. 3.0mm thk PVC Ceiling Baffle, 50mm x 1.00mm x 5.8m	50	Pieces		
1.2. Metal Ceiling Joist of Baffle Ceiling (50mm x 100mm x 5.8mts)	30	Pieces		
1.3. 3/8"Ø x 2.4m Threaded Rod w/ nut	30	Pieces		
1.4. 3/8"Ø x 2" Drop-in Grip Concrete Anchor	150	Pieces		
1.5. 2" Concrete Nail	4	Kgs.		
1.6. 3" Concrete Nail	4	Kgs.		
1.7. 1/8"Ø x 1/2" Blind Rivet (500pcs/box)	4	Box		
1.8. 5/16"Ø x 1" Black Screw	1500	Pieces		

Signature Over Printed Name of Authorized Representative

Item Description	Quantity	Unit	Unit Cost	Amount
1.9. 1/8"Ø Metal Drill Bit	50	Pieces		
1.10. 1/8"Ø Masonry Drill Bit	50	Pieces		
1.11. 1/2"Ø Masonry Drill Bit	50	Pieces		
1.12. 5/8"Ø Masonry Drill Bit	50	Pieces		
1.13. 5/8"Ø x 3 1/2" Expansion Bolt, Gold Plated	100	Pieces		
2. Labor				
2.1. Skilled Worker (Carpenter) @ 2 per day	6	Days		
2.2. Unskilled Worker (Carpenter Helper) @ 4 per day	6	Days		
3. Equipment				
3.1. Grinder tools including consumables disc @ 3 sets per day	6	Days		
3.2. Other special tools (1% of Material Cost)	6	Days		
C. Fabrication and Installation of PVC Pipe Signage				
1. Materials				
1.1. 3"Ø x 3 mts PVC Pipe in Black	10	Pieces		
1.2. 3"Ø x 1/4 Bend Elbow PVC Pipe in Black	40	Pieces		
1.3. 3"Ø x 2"Ø Moulded Tee PVC Pipe in Black	15	Pieces		
1.4. 3"Ø PVC Coupling Pipe in Black	5	Pieces		
1.5. PVC Pipe Cement 1000ml	2	Pieces		
1.6. 3' x 4' x 1/2" thk Marine Plywood	3	Pieces		
1.7. 2" Concrete Nail	4	Kgs.		
1.8. 3" Concrete Nail	4	Kgs.		
1.9. Spray Paint Hammer Finish in Black (400cc)	1	Can		
2. Labor				
2.1. Skilled Worker (Carpenter) @ 2 per day	4	Days		
2.2. Unskilled Worker (Carpenter Helper) @ 4 per day	4	Days		
3. Equipment				
3.1. Other special tools (5% of Material Cost)	4	Days		
D. Supply and Installation of Doors				
1. Materials				

Signature Over Printed Name of Authorized Representative

Item Description	Quantity	Unit	Unit Cost	Amount
1.1. Emergency Steel Door with 2-3 hours fire rated door with Ga.16 G.I. panel, with panic device and (0.1m x 0.6m) clear wired glass (<i>Design is subjected for approval</i>)	1	Set		
1.2. 0.8m x 2.1m Wooden Solid Door w/ viewing glass (<i>Design is subjected for approval</i>)	5	Sets		
1.3. Concealed Overhead Door Closer, ANSI Grade 1 Type 1 with Backcheck function	6	Sets		
1.4. Heavy-Duty Entry Lever Type door w/ key	6	Pieces		
1.5. 3" x 4" Heavy Duty Ball Bearing Door Hinge	24	Pieces		
1.6. 2" x 5" Wooden Door Jamb	5	Pieces		
1.7. Metal Oval Shaped Floor Door Stopper w/ screw	6	Pieces		
1.8. 200mm x 360mm LED Acrylic Emergency Exit Light w/ 90 min backup time	1	Piece		
1.9. 750mm (W) x 150mm (H) Stainless Steel Screw Mounted Kick Plate	2	Pieces		
2. Labor				
2.1. Skilled Worker (Carpenter) @ 2 per day	6	Days		
2.2. Unskilled Worker (Carpenter Helper) @ 4 per day	6	Days		
3. Equipment				
3.1. Other special tools (1% of Material Cost)	6	Days		
E. Installation of Ficem Board Ceiling at Director's Rooms and Conference Room, Design is subjected for approval (<i>Refer to Approved Plans</i>)				
1. Materials				
1.1. 4.5mm thk Fiber Cement Board (4' x 8')	53	Pieces		
1.2. 0.5mm thk Aluminum Metal Furring Channel (W19mm x D50mm x H5mts)	200	Pieces		

Signature Over Printed Name of Authorized Representative

Item Description	Quantity	Unit	Unit Cost	Amount
1.3. 0.8mm thk Aluminum Carrying Channel (W12mm x D38mm x H5mts)	50	Pieces		
1.4. 0.5mm thk Wall Angle (W25mm x D25mm x 3mts)	50	Pieces		
1.5. Gauge 24 W-clip	400	Pieces		
1.6. J-type Threaded Hanger Clip (See attached image)	200	Pieces		
1.7. Ordinary Bolt 3/8 x 2" (See attached image)	200	Pieces		
1.8. Threaded Rod w/ nut 3/8" dia x 2.4mts.	50	Pieces		
1.9. 2" Concrete Nail	5	Kgs.		
1.10. 3" Concrete Nail	5	Kgs.		
1.11. Blind Rivet 1/8" x 1/2" (500pcs./box)	2	Boxes		
1.12. 3.5mm dia x 20mm long Ficem Screw	2500	Pieces		
1.13. 3/8" dia Drop-in Grip Concrete Anchor (See attached image)	200	Pieces		
1.14. Fiber Mesh Tape 2"mm x 100ft	8	Rolls		
1.15. Boral Powder 25kg/bag	8	Bags		
2. Labor				
2.1. Skilled Worker (Carpenter) @ 2 per day	8	Days		
2.2. Unskilled Worker (Carpenter Helper) @ 4 per day	8	Days		
3. Equipment				
3.1. Drilling tools including consumables @ 2 per day	8	Days		
3.2. Other special tools (1% of Material Cost)	8	Days		
IV. Painting Works				
A. Painting Works of Ceilings Termination of Staff Area, Director's Ceiling and Conference Area, including repainting on the damaged paint on wall				
1. Materials				
1.1. Concrete Neutralizer	8	Gallons		
1.2. Kamiseta Rug, round	20	Kgs.		
1.3. 2" Paint Brush	15	Pieces		
1.4. 4" Baby Roller (cotton) w/ handle	40	Pieces		

Signature Over Printed Name of Authorized Representative

Item Description	Quantity	Unit	Unit Cost	Amount
1.5. Semi-Gloss Latex Paint in Moonlight (Odorless)	6	Gallons		
1.6. Semi-Gloss Latex Paint in White Odorless	8	Gallons		
1.7. Masonry Putty	15	Gallons		
1.8. Sandpaper #80	30	Pieces		
1.9. Sandpaper #100	30	Pieces		
1.10. Flat Latex Paint White (Odorless)	35	Gallons		
1.11. Flat Latex Paint in Black (Odorless)	10	Gallons		
1.12. Specialized White Board Paint, Clear, Semi-Gloss Finish, 12gal (mixture A) & 12 ltr. (Mixture B) (<i>Subject for approval</i>)	1	Lot		
2. Labor				
2.1. Skilled Worker (Painter) @ 2 per day	6	Days		
2.2. Unskilled (Painter's Helper) @ 4 per day	6	Days		
V. Fire Detection and Alarm System				
A. Installation of Addressable Fire Alarm Control Panel, Smoke Detectors, Heat Detectors, Pull Stations, Horn Strobes and Necessary Wirings				
1. Materials				
1.1. Addressable Fire Alarm Control Panel 2 loops with up to 318 addressable detectors 318 addressable module with back up batteries including interconnecting of existing Fire Alarm Control Panel (<i>subjected for approval</i>)	1	Set		
1.2. Addressable Smoke Detector	25	Pieces		
1.3. Addressable Heat Detector	2	Pieces		
1.4. Addressable Manual Full Station	7	Pieces		
1.5. Horn Strobe	7	Pieces		
1.6. Control Module for Horn Strobe	2	Pieces		
1.7. ½" EMT Pipe (3 meters per pipe)	120	Pieces		
1.8. ½" EMT Connector	250	Pieces		

Signature Over Printed Name of Authorized Representative

Item Description	Quantity	Unit	Unit Cost	Amount
1.9. ½” EMT Coupling	200	Pieces		
1.10. ½” x 3m PVC Conduit	40	Pieces		
1.11. ½” Straight Connector	80	Pieces		
1.12. Junction Box with connector	35	Piece		
1.13. Square Box with connector	35	Pieces		
1.14. Utility Box	35	Pieces		
1.15. Miscellaneous (screw, support, tape, masking tape, etc.)	1	Lot		
1.16. #16 awg TF Wire	1	Lot		
2. Labor				
2.1. Skilled Worker (FDAS Technician) @ 2 per day	6	Days		
2.2. Unskilled (Technician Helper) @ 4 per day	6	Days		
3. Equipment				
3.1. Other special tools (5% of Material Cost)	6	Days		
VI. Mechanical Works				
A. Reconditioning of Existing Fire Sprinkler Branch including installation of Fire Sprinkler Head (<i>refer to the plans</i>)				
1. Materials				
1.1. Fire Sprinkler Head (70 Degree Celcius, Red, Bursting, Ceiling Concealed, ½” Penden) <i>Submit sample</i>	60	Sets		
1.2. Replacement of Pipes and Damages Fittings for the Sprinkler Branch Pipes	1	Lot		
2. Labor				
2.1. Skilled Worker (Master Plumber) @ 2 per day	6	Days		
2.2. Unskilled (Plumber Helper) @ 4 per day	6	Days		
3. Equipment				
3.1. Other special tools (5% of Material Cost)	6	Days		
VII. Electrical and Data Rough-ins Works				
A. Installation of Electrical Rough-ins including Data Rough-ins, Devices Connectors, Panel Board Cabinet (Distribution Panel Board) for Indoor, 3 Phase, 1-Main & 8-Branched, Bolt-on				

Signature Over Printed Name of Authorized Representative

Item Description	Quantity	Unit	Unit Cost	Amount
Type with Ground Terminal and Complete Accessories				
1. Materials				
1.1. 8.0mm ² THHN Wire, 150 meters per box	1	Box		
1.2. 5.5mm ² THHN Wire, 150 meters per box (<i>color white</i>)	1	Box		
1.3. 3.5mm ² THHN Wire, 150 meters per box	15	Boxes		
1.4. Panel Board Cabinet (Distribution Panel Board) for Indoor, 3 Phase, 1-Main & 8-Branches, Bolt-on Type with Ground Terminal and Complete Accessories	1	Set		
1.5. Main: 50AT, 3P, 230V, Bolt-on Type (MCCB or TQC type)	2	Units		
1.6. Branches: Circuit Breaker, 20AT, 2P, 230V, Bolt-on (TQC Type)	6	Sets		
1.7. Branches: Circuit Breaker, 30AT, 2P, 230V, Bolt-on (TQC Type)	4	Units		
1.8. PVC Pipe, ½" x 3m, orange	300	Pieces		
1.9. PVC Pipe, ¾" x 3m, orange	8	Pieces		
1.10. PVC Male Adapter w/ Lock Nut, ½"	400	Pieces		
1.11. PVC Male Adapter w/ Lock Nut, ¾"	2	Pieces		
1.12. PVC Long Elbow, ½"	30	Pieces		
1.13. PVC Long Elbow, ¾"	4	Pieces		
1.14. PVC Junction Box with cover, 4" x 4"	200	Pieces		
1.15. PVC Utility Box, 4" x 2"	90	Pieces		
1.16. PVC Solvent Cement (100cc)	5	Cans		
1.17. Electrical Tape, big size (16m)	50	Pieces		
1.18. Tie Wire No. 16, G.I. Wire	10	Kgs.		
1.19. Surface Type Utility PVC Box, 3" x 4"	30	Pieces		
1.20. PVC Rectangular Plastic Moulding ¾" x 8' (Flat)	22	Pieces		
1.21. Blind Rivet, 3/16" x ¾" (1000 pcs per box)	3	Boxes		
1.22. Screw with Tox, 8mm x 1½" (50 pcs per box)	2	Boxes		

Signature Over Printed Name of Authorized Representative

Item Description	Quantity	Unit	Unit Cost	Amount
1.23. Masonry Drill Bit, 3/16"	3	Pieces		
1.24. Metal Drill Bit, 3/16"	8	Pieces		
2. Labor				
2.1. Skilled Worker (Master Electrician) @ 2 per day	8	Days		
2.2. Semi-Skilled (Electrician Helper) @ 4 per day	8	Days		
B. Installation of Electrical LED Lighting Panel Fixtures and Switched Devices including Testing and Commissioning				
1. Materials for Electrical Fixtures				
1.1. LED Panel Light, 6-10 Watts, 220-240VAC, 50/60Hz, Daylight, Recessed Type, Dimensions: 1200mm x 1200mm (±30mm) including Complete Accessories	40	Sets		
1.2. LED Panel Light, 18-240 Watts, 220-240VAC, 50/60Hz, Daylight, Recessed Type, Dimensions: 300mm x 300mm (±30mm) including Complete Accessories	40	Sets		
1.3. 2 x18 Watts T8 LED Tube Light with Aluminum Reflector and Complete Accessories, D (12" x 48" x 3")	95	Sets		
1.4. LED 150mmØ-18 Watts LED Bulb with Fixtures including Complete Accessories	15	Sets		
1.5. Electrical Switch, Wide Series, 3-Gang including Cover Plate, Black Color (<i>Screw type terminals</i>)	15	Sets		
1.6. Electrical Switch, Wide Series, 2-Gang including Cover Plate, Black Color (<i>Screw type terminals</i>)	10	Sets		
1.7. Electrical Switch, Wide Series, 1-Gang including Cover Plate, Black Color (<i>Screw type terminals</i>)	10	Sets		
2. Labor				

Signature Over Printed Name of Authorized Representative

Item Description	Quantity	Unit	Unit Cost	Amount
2.1. Skilled Worker (Master Electrician) @ 2 per day	8	Days		
2.2. Semi-Skilled (Electrician's Helper) @ 4 per day	8	Days		
VIII. Other Works to Complete the Project				
A. Materials				
1. Restoration Works in the Affected Areas particularly on the Selected Damaged Roof Sheets which cause leakage during rainy days and other necessary restoration	1	Lot		
2. Conduct Testing and Commissioning	1	Lot		

Signature Over Printed Name of Authorized Representative

Section IX. Checklist of Technical and Financial Documents

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
or
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document;
and
- (c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
and
- (e) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- (f) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (g) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided under the rules;
and
- (h) Philippine Contractors Accreditation Board (PCAB) License;
or
Special PCAB License in case of Joint Ventures;
and registration for the type and cost of the contract to be bid; **and**
- (i) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**
- (j) Project Requirements, which shall include the following:
 - a. Organizational chart for the contract to be bid;
 - b. List of contractor’s key personnel (*e.g.*, Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data;
 - c. List of contractor’s major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be; **and**
- (k) Original duly signed Omnibus Sworn Statement (OSS);

and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (l) The prospective bidder's audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (m) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).

Class "B" Documents

- (n) If applicable, duly signed joint venture agreement (JVA) in accordance with RA No. 4566 and its IRR in case the joint venture is already in existence; **or** duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

II. FINANCIAL COMPONENT ENVELOPE

- (o) Original of duly signed and accomplished Financial Bid Form; **and**

Other documentary requirements under RA No. 9184

- (p) Original of duly signed Bid Prices in the Bill of Quantities; **and**
- (q) Duly accomplished Detailed Estimates Form, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid; **and**
- (r) Cash Flow by Quarter.

Section X. Bidding Forms

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Bid Form

Date: _____

Invitation to Bid No.: **GOP/21-DSWD-007**

To: *[name and address of Procuring Entity]*

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform] [description of the Goods]* in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB** Clause 17.1¹ and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per **ITB** Clause 5 of the Bidding Documents.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Name of Project of the Name of the Procuring Entity] [for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Name of Project of the Name of the Procuring Entity].*

¹ GPPB Resolution No. 23-2017, dated 30 May 2017

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

For Goods Offered From Abroad

Name of Bidder _____ Invitation to Bid Number ____.
 Page _____ of ____.

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

For Goods Offered From Within the Philippines

Name of Bidder _____ . Invitation to Bid Number __.
 Page _____ of ____.

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

Price Proposal Form

Date: _____

Invitation to Bid No.: **GOP/21-DSWD-007**

Supply of Labor and Materials for the Architectural, Civil, Electrical and Auxiliary Works for the Improvement of Existing Ceiling of Program Management Bureau (PMB)

Item Description	Material Cost	Labor Cost	Equipment Cost	Amount
DIRECT COST				
I. Other General Requirements				
II. Dismantling and Removal Works				
III. Carpentry Works				
IV. Painting Works				
V. Fire Detection and Alarm System				
VI. Mechanical Works				
VII. Electrical and Data Rough-Ins Works				
VIII. Other Works to Complete the Project				
TOTAL DIRECT COST				
INDIRECT COST				
I. Overhead Contingency, Miscellaneous				
II. Contractor's Profit				
III. Value Added Tax				
IV. Engineering Services for Complete Signed and Sealed				

Item Description	Material Cost	Labor Cost	Equipment Cost	Amount
As-Built Plans and Program of Works				
V. Engineering Supervision with Project Engineer and General Foreman				
TOTAL INDIRECT COST				
TOTAL PROJECT COST				

NOTE: In case of discrepancy between unit price and total price, the unit price will prevail.
Total Contract Price is inclusive of all applicable taxes.

Name of Bidder: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____

Bid Securing Declaration

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

X-----X

BID SECURING DECLARATION **Invitation to Bid: [Insert Reference number]**

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - (b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
 - (c) I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of [month] [year] at [place of execution].

[Insert NAME OF BIDDER'S AUTHORIZED REPRESENTATIVE]
[Insert Signatory's Legal Capacity]
Affiant

SUBSCRIBED AND SWORN to before me this ____ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ [date issued], [place issued]

IBP No. _____ [date issued], [place issued]

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

Contract Agreement Form

CONTRACT

KNOW ALL MEN BY THESE PRESENTS:

This Agreement made and entered into by and between **DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**, of the Philippines with office address at IBP Road, Batasan Pambansa Complex, Constitution Hills, Quezon City, Metro Manila, represented herein by [*Secretary/ ExeCom/ ManCom*] and hereinafter referred to as the “THE PROCURING ENTITY”.

-and-

[*Name of Supplier*], a [sole proprietorship/corporation] with principal business address at [*Complete address of Supplier*] represented herein by its Authorized Representative [*Name of Authorized Representative*] (hereinafter called the “SUPPLIER”);

WHEREAS, the Procuring Entity through Competitive Bidding invited Bids for certain goods and ancillary services, specifically, [*brief description of goods and services*] ([*ITB No.*]), where [no. of bidder(s)] bidder(s) submitted its/their bid proposal(s), and after deliberation of the Bids and Awards Committee (BAC), has accepted the Bid of the Supplier being the Single/Lowest Calculated and Responsive Bidder (S/LCRB), with the total contract price of [*contract price in words and figures*] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, namely:
 - (a) the Bid Form and the Price Proposal Form/Schedule submitted by the Bidder;
 - (b) the Schedule of Requirements;
 - (c) the Technical Specifications;
 - (d) the General Conditions of Contract;
 - (e) the Special Conditions of Contract;
 - (f) the Supplemental/Bid Bulletins (if applicable);
 - (g) the Joint Venture Agreement (if applicable); and
 - (g) the Entity’s Notification of Award;
3. In consideration of the payments to be made by the Entity to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Entity to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Entity hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the time and in the manner prescribed by the contract.

IN WITNESS whereof the parties signed this Contract in Quezon City, Philippines on the ____ day of _____ 20__.

FOR THE PROCURING ENTITY

FOR THE SUPPLIER

By

Authorized Representative

-Witnesses-

Certified Funds Available:

Chief, Accounting Division (AD)

Republic of the Philippines)
_____) S.S.

BEFORE ME, a Notary Public for and in Quezon City, on this ____ day of _____
20__ personally appeared the following with their respective proof of Identification;

_____ ID Type/No. : _____
Place Issued : _____
Date Issued : _____

_____ ID Type/No. : _____
Place Issued : _____
Date Issued : _____

Both known to me to be the same people who executed the foregoing instrument and *who* acknowledge to me that the same is their own free will and voluntary act and deed.

This agreement consisting of three (3) pages signed by the parties and their instrumental witnesses in all pages refer to an AGREEMENT for the *[brief description of goods and services]* (*ITB No.*) by the SUPPLIER.

WITNESS MY HAND AND NOTARIAL SEAL on the date and place first above written.

NOTARY PUBLIC

Doc. No. _____
Page No. _____
Book No. _____
Series of 20_____

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized *Special Power of Attorney*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

a) Carefully examine all of the Bidding Documents;

b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ *[date issued]*, *[place issued]*

IBP No. _____ *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

Bank Guarantee Form for Advance Payment

To: *[name and address of PROCURING ENTITY]*
 [name of Contract]

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends Clause 10 of the General Conditions of Contract to provide for advance payment, *[name and address of Supplier]* (hereinafter called the “Supplier”) shall deposit with the PROCURING ENTITY a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of *[amount of guarantee in figures and words]*.

We, the *[bank or financial institution]*, as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the PROCURING ENTITY on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding *[amount of guarantee in figures and words]*.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between the PROCURING ENTITY and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[date]*.

Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

Certification from Insurance Commission

NOTE: Use this template for the required “Certification from the Insurance Commission”, which shall accompany surety bonds issued for purposes of Bid Security and Performance Security.

[Insurance Commission Letterhead]

CERTIFICATION

This is to certify that [insert Name of Insurance Company] is an authorized insurance company and licensed to transact general insurance business in the Philippines for such lines as Fire, Marine, Casualty and Surety under [insert Certificate of Authority Number] effective [insert date of period of effectivity], unless sooner revoked or suspended for cause.

It is certified, moreover, that [insert Name of Insurance Company] is likewise authorized under Administrative Order No. 30 to underwrite and issue Performance Bonds, Bidder’s Bonds, and Surety Bonds, callable on demand in favor of the various agencies and instrumentalities of the government pursuant to the Revised Implementing Rules of RA.9184.

It is further certified that [insert Name of Insurance Company] issued a surety bond under [insert Bond No.] to [insert Name of Service Provider or Supplier] in favor of **Department of Social Welfare and Development** in the amount of [insert amount] for the [insert Name of the Project].

This certification is issued upon the request of [insert Name of the Authorized Representative] of [insert Name of Insurance Company], pursuant to Section 39.2(c) of the Revised Implementing Rules and Regulations of RA9184.

Issued on the [insert date] in [insert Place].

For the Insurance Commissioner

[insert name of Authorized Representative]

[insert Position and Office]

Paid under[insert Official Receipt No.]

Statement of All On-Going Government and Private Contracts, Including Contracts Awarded but Not Yet Started, Whether Similar or Not Similar in Nature and Complexity to the Contract to be Bid

Business Name: _____

Business Address: _____

A. Government

Nature of Contract (Project Title)	a. Owner's Name		Project Cost	Bidder's Role		a. Date Awarded		% of Accomplishment		Value of Outstanding Works (Undelivered Portion)
	b. Address			Description	%	b. Date Started		Planned	Actual	
	c. Contact Nos.					c. Target Date of Completion				
1.	a.					a.				
	b.					b.				
	c.					c.				
2.	a.					a.				
	b.					b.				
	c.					c.				

B. Private

Nature of Contract (Project Title)	a. Owner's Name		Project Cost	Bidder's Role		a. Date Awarded		% of Accomplishment		Value of Outstanding Works (Undelivered Portion)
	b. Address			Description	%	b. Date Started		Planned	Actual	
	c. Contact Nos.					c. Target Date of Completion				
1.	a.					a.				
	b.					b.				
	c.					c.				
2.	a.					a.				
	b.					b.				
	c.					c.				

*Note: The following documents must be available upon request of the Bids and Award Committee (BAC) or designated Technical Working Group (TWG) during Post-Qualification to support this statement: (a) **Contract or Purchase Order**, (b) **Official Receipt(s) or Sales Invoice** or (c) **User's Certificate of Acceptance/Completion***

Name of Bidder: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____

Statement of Single Largest Completed Contract (SLCC)² Similar to the Contract to be Bid

Business Name: _____

Business Address: _____

Nature of Contract (Project Title)	a. Owner's Name	Project Cost	Bidder's Role		a. Date Awarded
	b. Address		Description	%	b. Date Started
	c. Contact Nos.				c. Date Completed
	a.				a.
	b.				b.
	c.				c.

Note: *The following documents must be attached to support this statement: (a) Official Receipt(s) or Sales Invoice or (b) User's Certificate of Acceptance/Completion*

Name of Bidder: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____

² *The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 10.2, a single contract that is similar to the project to be bid, equivalent to a percentage (%) of the ABC specified in ITB Clause 5.3.*

